



Handbook for Student Employees

Office of Student Employment
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CHAPTER 1 INTRODUCTION

1.1 Statement of Purpose

The Office of Student Employment provides a co-curricular educational experience through campus-related employment whereby students hone their work ethics and interpersonal skills, as well as, explore areas of interest for potential careers and fields of study. All of these are necessary for students to become successful and contributing members of the larger community after graduation.

The Office of Student Employment supports the University's legislatively mandated mission to "provide to students from throughout the state an affordable, geographically accessible, "small college" public higher educational experience of high quality, with a strong emphasis on undergraduate liberal studies and with professional programs supported by a broad base of arts and sciences, designed for their intellectual and personal growth in the pursuit of meaningful employment and responsible, informed citizenship."

The goals of the Office of Student Employment include:

- To establish and administer student employment policies and procedures that advance the basic goals of the University.
- To maintain student employee records in compliance with federal, state, and institutional regulation and policy.
- To reaffirm the University's commitment to provide equal employment opportunities to all eligible Montevallo students.

1.2 At-Will Employment

The University's policies and procedures that apply to student employees are not intended to create, and do not create, an employment contract or guarantee of continued employment for any student worker. Both the University and its student employees have the right to terminate an employment relationship at any time, with or without cause or reason.

1.3 Equal Opportunity

The University of Montevallo is an Equal Opportunity Institution and prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, or disabled veteran status in the University's Educational programs; admissions policies; faculty, staff, and student employment policies; financial aid; or other school-administered programs and services. The University of Montevallo prohibits any form of harassment related to race, color, religion, national origin, gender, age, disability, or veteran status of and by faculty.

Individuals with disabilities who require a reasonable accommodation in order to respond to position announcements and/or to participate in the application process are encouraged to contact the Office of Human Resources at (205) 665-6055

CHAPTER 2 GENERAL POLICIES AND PROCEDURES

2.1 Title IX and Sexual Harassment

The University of Montevallo is committed to providing an educational and employment environment free of harassment and other forms of discrimination on the basis of race, color, religion, national origin, gender, sex, disability, or veteran status of and by faculty, staff, and students. University policies relating to harassment and/or discrimination are published, are available in all administrative offices, and are also accessible on the [University's web page](#).

All members of the University community should be aware that the University prohibits and will not tolerate sexual, verbal, physical, or emotional harassment of its faculty, staff, and students. Each member of the University community is expected to support efforts to keep the campus free of sexual harassment.

Inquiries concerning the application of Title IX may be referred to the University of Montevallo Title IX Office.

<https://www.montevallo.edu/about-um/administration/human-resources/title-ix-and-sexual-harassment/>

2.2 Amorous Relations

All individuals have the right to work and learn in an atmosphere free from abuse of power or authority. Faculty, staff, and student employees should not engage in consensual amorous or sexual relationships with other faculty, staff, or student employees when one party in the relationship has power or authority over the other.

2.3 Disability and Reasonable Accommodation

University of Montevallo is committed to providing an accessible and supportive environment for employees with disabilities. Equal access for qualified employees with disabilities is guaranteed by Section 504 of the Rehabilitation Act of 1973, the American with disabilities Act of 1190, and the ADA Amendments Act of 2008. Accommodations may not result in an undue hardship to the University or fundamentally alter the essential functions of the job.

Student employees hold primary responsibility for initiating requests for disability-related workplace accommodations. Requests should be made to their immediate supervisors or to the Manager of Student Employment. Supervisors should also initiate discussion with student employees when they have a reason to believe that an accommodation is needed.

Supervisors should relay requests for accommodations to the Manager of Student Employment. Human Resources will evaluate the request and determine if a student employee is eligible for an accommodation.

2.4 Alcohol and Drug Abuse

The University is committed to maintaining an environment that is free from illegal drugs and the abuse of alcohol, thus providing a drug-free workplace for its students, faculty and staff. (Refer to [Policy 01:105](#)). As a condition of employment, all faculty and staff must abide by local, state and federal laws and must when required by law report to the University any conviction under a criminal alcohol drug statute no later than five days after the conviction.

2.5 Smoke-Free Campus

The University prohibits smoking in enclosed public spaces except where specifically permitted. (Refer to [Policy 01:135](#)).

2.6 Solicitation

All solicitations other than the University's annual fund, capital or project fund-raising campaigns, and those for the specific benefit of the University are prohibited without first receiving official authorization by the President or designee.

2.7 Employment of Relatives

Employment of relatives is permitted. However, no University employee may make decisions regarding hiring, promotion, salary, job assignment, performance evaluations, discipline, or termination affecting a relative of the fourth degree. An employee or supervisor who has a question pertaining to relatives covered by this policy should contact the Office of Student Employment.

A relative within the fourth degree includes, but is not limited to spouse, child, grandchild, great-grandchild, great great-grandchild, parent, grandparent, great grandparent, great great-grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grandniece/nephew and cousin. All relationships are included, whether full, half, step, foster, adopted, or in-law.

2.8 Campus Safety: Violence and Threats

The University is concerned about the safety of its employees and is committed to maintaining a work environment that is secure and free from incidents of violence or threats of violence. The University will not tolerate incidents of violence because such incidents are contrary to and interfere with University objectives. Acts of aggression are often precursors to actual violence so the University will give immediate attention and serious consideration to all reports of incidents of aggression and will initiate appropriate actions.

The University Police Department is responsible for maintaining campus security 24 hours a day and for providing a safe environment for campus life. The Department is staffed by uniformed officers who are trained in all aspects of law enforcement and have arrest powers. Student employees should report all violent acts or acts of aggression to the UM Police Department (ph: 911 or 665-6155).

2.9 Weapons

The University of Montevallo [policy](#) prohibits possession or use of firearms, ammunition, bowie knives, instruments of like kind, bows and arrows, and other potentially dangerous weapons, including firecrackers or other explosive devices, in all University buildings, facilities, and properties. A gun permit does not authorize a staff member, faculty member, student, or visitor to bring firearms onto the University of Montevallo campus under any circumstances.

2.10 Driver Requirements

Student employees may be authorized to operate University vehicles for the purpose of conducting University business, provided they have an appropriate and valid U.S. driver's license for the vehicle being used and agree to operate the vehicle in a safe and prudent manner. The driver's requirements are in addition to any requirements, standards, operating restrictions, or suspensions imposed by Alabama law. Drivers are to have in their possession a valid driver's license at all times. Student employees expected to operate a vehicle during their employment must complete a Motor Vehicle User's Form prior to operating a vehicle.

2.11 Attendance

Supervisors are expected to provide student employees with a work schedule each semester which may be adjusted according to the student's class schedule. Subsequently, student employees are expected to follow their assigned work schedule to ensure their department operates smoothly and efficiently. If circumstances such as illness or academic requirements prevent a student employee from arriving to work on time or if a student employee needs to leave early, ample notice should be provided to their supervisor. Excessive tardiness or absenteeism may result in termination. Supervisors will provide student employees with the appropriate phone number or email address required to give notice.

Supervisors may approve, deny, revoke, or reschedule absences based on workloads and departmental deadlines.

Student employees are not eligible for paid time off e.g., sick hours, holiday pay, or vacation time.

2.12 University Property

All keys, equipment, manuals, etc., issued to University employees become the responsibility of the employee and should not be loaned or otherwise used beyond the intent and purpose of carrying out the employee's job responsibilities. Reasonable care should be taken to protect and safeguard University property and should be used according to the manufacturer's operating guidelines, when applicable. All University property should be surrendered to the student employee's supervisor at the cessation of employment.

2.13 On-the-Job Injuries

The [University Police Department](#) should be notified of **all incidents resulting in injuries** (regardless of the severity of the injury), to ensure adequate documentation of the incident.

In the case of an injury on campus, medical expenses should first be filed with your personal insurance policies and then all out-of-pocket medical expenses should be filed with the [Alabama State Board of Adjustment](#) for reimbursement.

- In all emergency situations call (205) 665-6500 or **911**.
- For none emergency situations call the University Police Department (205) 665-6155.
- For assistance with filing claims with the State Board of Adjustment contact the Office of Student Employment.

2.14 Providing Employment References

Internal References

University departments may exchange factual employment-related information concerning the job history and performance of student employees. Former or current supervisors should provide information to other UM departments upon request and should not withhold any information related to work performance. This communication should be accurate, objective, and limited to performance only.

External References and Employment Verifications

A student employee's principal relationship with the University is "student" and the individual's records, including employment records, are protected by FERPA. Requests for references and/or employment verifications should be made in writing and must include a release of information authorization. Additionally, the University will respond to bona fide legal requests such as subpoenas and questionnaires from the Federal government. Human Resources should be the only entity to respond to external employment-related inquiries. The information provided by the University regarding a student's employment will only be to the extent that the authorized requests are satisfied.

CHAPTER 3 EMPLOYMENT POLICIES AND PROCEDURES

3.1 Eligibility to Work

Eligibility to work is based on a student's enrollment status and their work authorization set forth by the U. S. Department of Homeland Security, U.S. Citizenship and Immigration Service. Student workers must be enrolled in classes or at a minimum be admitted for enrollment at UM. Additionally, all students must complete the *Employment Eligibility Verification Form* (Federal Form I-9) demonstrating their authorization to work in the United States.

3.2 Employment of Minors

The University possesses a Child Labor Certificate – Class II issued by the Alabama Department of Labor. Therefore, minors under the age of 16 may not be employed at any time.

3.3 Employment Forms

Every student who is hired for the first time shall complete a Federal W-4, Alabama A-4, Employment Eligibility Verification Form (I-9), and a Direct Deposit Form. These forms are emailed to students' forum email accounts prior to the date that the student is expected to begin work. Student employees should return the forms and accompanying identification to the Office of Student Employment prior to their beginning work.

3.4 Background Checks and Criminal Convictions

Students selected to work in University positions involving interaction with minor children or involving the handling of cash may be required to pass a background check. The background check may include, but not be limited to, criminal history, verifications of employment and education, and driving records. Consideration will be given to the relationship between the information obtained in the background check and the specific responsibilities of the position. Students will be given the opportunity to refute any disqualifying findings of the background check.

A relevant job-related conviction or guilty plea is grounds for termination of employment or non-selection of a candidate. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the terms conviction and guilty plea shall include minor traffic violations.

Student employees must notify their supervisors within five (5) days of a conviction or guilty plea to a criminal violation. Failure to report a conviction or guilty plea is grounds for discipline up to and including termination of employment. Supervisors should notify the Office of Student Employment immediately upon being informed of any such conviction or guilty.

3.5 Job Postings

Employment opportunities for students are posted on the University's website:
<https://jobs.montevallo.edu>.

3.6 Application and Selection Process

Candidates should follow the application instructions found on the job posting for which they are applying. This process will include completing an on-line application. If selected for a position, the hiring manager will notify the Office of Student Employment that the student is slated to begin work. The Office of Student Employment will then provide the newly hired student employee the necessary forms to complete the hiring process.

3.7 Dual Employment

No individual may simultaneously hold a student employment position and a regular faculty or staff position. However, student employees may hold more than one position within the Student Employment Program providing they do not work more than 20 hours within a week.

3.8 Separation from Employment

Employment at the University shall be “at will” and shall be terminable “at will” by the University or the employee with or without cause. Separation of employment with the University can occur in several ways but shall never be discriminatory in nature.

3.8.1 Resignation

An employee may terminate employment with the University by submitting a written resignation to his/her supervisor or department head. All resignations should include the reason for leaving the University and the date of resignation which will be the last day the employee is physically present at work. Student employees who plan to resign are asked to provide the University with reasonable advanced notice.

3.8.2 Involuntary Termination

The University, at its discretion, may utilize progressive disciplinary procedures to circumvent the necessity of an involuntary termination. If progressive discipline does not adequately correct the problem, student employees shall be given a written explanation of the cause of the termination. Dismissals require the approval of the Office of Student Employment.

3.8.3 Budgetary and Federal Work Study Limitations

Some employment is contingent upon federal work study eligibility. Student employees working in a work study position may be terminated if their federal work study eligibility is withdrawn, reduced or when the student has earned and been paid for their entire amount of their award.

Additionally, positions may be eliminated as necessitated by budgetary restrictions.

3.8.4 Graduation

Graduating seniors may work through the end of pay period during which their graduation falls.

3.8.5 Enrollment Revision

Student employees who withdraw during any time of the academic year become ineligible for student employment on the date of withdrawing.

3.9 Confidentiality

Student employees will come into contact with, produce, and/or learn confidential information concerning the University's personnel, business, and student body. Student employees shall have access to such information only to the degree that it is required for them to perform their job responsibilities.

- A. All information of a tangible or intangible nature disclosed to a student employee, shall be considered confidential and the property of the University.
- B. All rights in and title to confidential information, related materials, samples, products, data or processes disclosed to student employees, shall remain the property of and/or vest in the University.
- C. Student employees shall not, without the prior written consent of the President (or his designee) disclose or provide access to the University's confidential information to any other person for any purpose, nor reproduce by or in any media the confidential information disclosed to student employees, except as required to perform their specific job responsibilities.
- D. The obligation of student employees to regard the information as confidential shall survive the termination (for any reason) of the employee's employment with the University.

CHAPTER 4 COMPENSATION AND CLASSIFICATION

4.1 Compensation

Student employees are paid for every hour worked at a rate no less than the current minimum wage as set by the Federal government. Students may not work more than twenty hours per week.

Student positions are classified within three pay levels subject to the positions' requirements and responsibilities. The *Student Employment Wage Level Rubric* is to be used as a guideline to help supervisors and The Office of Student Employment determine the appropriate hourly wage for a position. Newly appointed student employees will begin on Level 1 or Level 2, depending on the amount of experience they have coming into the position.

Pay increases are an excellent way to recognize students for merit and longevity. Step increases may be awarded after a student completes a full academic year (or two consecutive semesters) of employment within a department (or similar cross-campus positions) as long as their performance is satisfactory.

Pay rates are always dependent upon funding and budgetary constraints. Division Heads must approve Student Personnel Action Forms (SPAFs) authorizing pay above Step 1 of any level; Presidential approval is required on SPAFs when authorizing payments exceeding a position's Step 5 pay level.

The Provost and Vice President for Academic Affairs will solicit requests for graduate assistants for each academic year and will send notification of approvals to the appropriate offices. The number of Graduate Assistantships and the salary to be paid will be determined each year by the Provost and Vice President for Academic Affairs.

Other positions including Resident Assistants, Hall Directors, and Journalists may be compensated at a flat rate and additional remuneration such as room and board.

Student employees shall be paid for all hours worked in the positions and they may not volunteer to work extra hours without compensation.

University of Montevallo			
<i>Student Employment Wage Level Rubric</i>			
Factor	Level I	Level II	Level III
	Basic	Intermediate	Advanced
Complexity of Assignment	Routine and non-complex.	Moderate difficulty requiring limited decision making.	Performs difficult tasks requiring problem solving and multi-tasking.
Supervision Received	Closely supervised with assistance readily available.	Receives moderate supervision but may make independent decisions within context of clearly defined policies and procedures.	Works with minimal supervision and makes decisions independently based on general guidelines and best practices.
Supervision Given	None	On a limited scale, supervises other student employees or monitors progress toward project completion.	Involves supervision of other student employees or manages complex or large projects.
Scope	Work impacts single department.	Performs tasks that have direct impact on other departments, interacts with other campus departments, or performs tasks in multiple locations.	Work performed reaches beyond campus to community stakeholders.
Knowledge	Performs routine and repetitious tasks.	Intermediate skills, knowledge, or abilities relative of tasks to be performed.	Proficiency in a specific skill and advanced knowledge is required.
Training	Minimal to no training required.	Some training is related required.	Requires specialized advanced training.
Experience	No previous experience required.	Prior experience is necessary.	Closely related experience is required.
Physical Intensity	Mostly sedentary with infrequent lifting of up to 10 pounds.	Completing tasks requires significant amounts of walking, crawling, bending, stooping, climbing, pulling or pushing. Required to lift 11 to 20 pounds.	Completing tasks requires constant walking, crawling, bending, stooping, climbing, pulling or pushing. Required to lift more than 20 pounds.
Environmental Exposure and Hazards	Tasks are performed in a clean and climate controlled environment with little to no exposure to adverse conditions.	Work may be performed in harsh weather conditions; safety precautions may be practiced (protective eyewear and clothing).	Majority of work is performed outdoors; safety precautions must be practiced (protective eyewear and clothing); procedures for handling bio-hazards and/or operating equipment must be followed.
Certifications and Licensures	None	None	Requires specific certification or licensure.

4.2 Payroll

Student employees are paid every-other-week on Friday. If a Friday is a holiday, the employee's pay will be issued on the day prior to the holiday. All students record and certify the actual hours they work via Banner Self-service . Refer to the [Bi-weekly and Student Payroll Calendar](#) for deadlines for entering hours for each pay period and for pay dates. Step-by-step instructions for entering hours via Banner Self-Service are found on the [Payroll](#) webpage.

Student employees under the age of 19 are subject to [Alabama Child Labor Laws](#). In addition to recording hours worked via Banner Self-Service, employees under age 19 must record their time worked on paper timesheets. Paper timesheets may be obtained from the employee's supervisor or the Office of Student Employment. Paper timesheets are to be submitted to supervisors by the approval deadlines notated on the [Bi-weekly and Student Payroll Calendar](#).

4.3 Retro-pay and Failure to Report Hours

In the event a student employee does not submit their timesheet by the approval deadlines notated on the [Bi-weekly and Student Payroll Calendar](#), they will need to contact the Office of Student Employment and request a *Post Pay Period Payroll Check Request* form. If the completed form is returned to Payroll by the next approval deadline, the student employee will be paid on the next bi-weekly pay date.

4.4 Work Hours and Limitations

Students may work up to 20 hours per week. The limit is applicable to periods of academic breaks e.g., Winter/Christmas, Spring, and Summer. Exceptions to this policy must be approved by the Office of Student Employment prior to a student employee being scheduled to work more than 20 hours in a week.

The University's work week begins at 12:00 a.m. each Sunday and ends at 11:59 p.m. each Saturday.

4.5 Method of Payment

All University employees are expected to establish direct deposit for payroll purposes. Enrolling in direct deposit helps to ensure student employees receive their pay securely and promptly (according to [Bi-weekly and Student Payroll Calendar](#)). Otherwise, pay checks are mailed to student employee's UM post office boxes every-other-Friday; date of delivery is not guaranteed.

4.6 Taxation

As prescribed by federal and state laws, the University will withhold and remit taxes for each student employee. A *Wage and Tax Statement*, Form W-2, will be distributed annually according to IRS regulations.

4.6.1 Income Taxes

All earnings by student employees are subject to Federal and State income taxes. Each student employee shall file Federal and State exemption certificates with the Office of Student Employment prior to their beginning work. The exemption certificates will determine the amount of taxes to be deducted from a student employee's pay. Those claiming "exempt" on the federal form are required by the IRS to complete a new W-4 at the beginning of each calendar year.

Federal Form W-4: [Employee's Withholding Allowance Certificate](#)

State Form A-4: [Employee's Withholding Tax Exemption Certificate](#)

or

State A-4 MS: [Nonresident Military Spouse Withholding Tax Exemption Certificate](#)

4.6.2 FICA

FICA taxes are a combination of Social Security and Medicare taxes. Student employees, including international students, may be exempt from FICA taxes based on Internal Revenue Service Code. This exemption exists only when enrolled half-time as defined by the University registrar. Students enrolled less than half-time per academic trimester are not eligible for the FICA tax exemption.

4.6.3 International Student and Tax Treaties

Depending on their immigration status, international students may be eligible to hold on-campus employment. Those from a country with a tax treaty with the United States will have to complete additional paperwork and should contact the Office of Student Employment for additional instruction.

CHAPTER 5 EMPLOYEE CONDUCT

5.1 Conduct

Student employees will serve as a representative of the University and, as such, shall promote a positive impression by demonstrating a collegial and professional customer-service approach at all times. Conduct that disrupts departmental or University functioning will not be tolerated and will subject the employee to disciplinary action up to and including dismissal.

5.2 Personal Appearance

The University recognizes student employees' primary status as a student; nonetheless student employees are expected to report to work in attire that is neat, clean and reflective of the University's values. When in question, supervisors have the discretion to make decisions on what constitutes appropriate attire. Additionally, student employees should dress appropriately for their respective jobs and jobs locations.

Regardless of the work setting, all student employees are expected to present themselves in clothing of good condition, and age appropriate, and well fitting. Inappropriate dress for student employees includes the following:

- T-shirts representing other schools, colleges or universities
- Pants which are below the waistline
- Garments with holes
- Shorts (knee-length, long shorts, or Bermuda shorts are permitted in most environments)
- Torn jeans (student workers may wear nice jeans in most settings)
- Off-the-shoulder tops, tank tops, crop tops, halter tops
- Rumpled, disheveled, wrinkled, dirty clothing

Shoes are to be worn at all times. Sandals may be worn if deemed appropriate by the supervisor.

5.3 Hygiene

Student employees are to maintain a high quality of personal hygiene and should always present themselves with a neat appearance. A daily routine of bathing, use of deodorant, and oral hygiene care is expected. Additionally, student employees should avoid the excessive use of body fragrances, colognes, and perfumes that may trigger flare-ups of allergies, asthma, and other medical conditions of co-workers.

5.4 Phone Calls and Visitors

While at work, student employees are expected to perform important and necessary tasks which contribute to the fulfillment of the University's mission. Personal calls, use of social media, and reception of visitors interferes with the completion of these important tasks. Therefore, personal calls, time spent on social media, and visits from friends should be infrequent. Employees' visitors and/or friends loitering in offices or other workspaces is prohibited!

5.5 Other Students' Behavior and Conduct

While performing your job duties you may interact with other students who are your co-workers or who are patrons of your assigned department or work location. Should you observe another student with threatening or concerning behaviors file an electronic report with the Student Conduct Office via Maxient: <http://www.montereybay.edu/about-um/administration/student-affairs/>. The University's professional staff will then determine if an intervention should occur. Reports of concern may include worrisome or threatening behaviors, sudden changes in appearance and hygiene, or changes in mood such as agitation or outbursts.