



Human Resources Department

Student Employee Handbook

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I. Mission, Eligibility, International Students and Advantages

A. Purpose ▲

The purpose of the Student Employee Handbook is to provide references to the guidelines, procedures, and general information pertinent to University of St. Thomas student employee.

The information in this handbook is in effect at the sole discretion of the Human Resources Department, and may be withdrawn or changed without notice. This handbook is not intended nor shall be construed as a binding contract.

B. Mission ▲

The mission of the Student Employment program at the University of St. Thomas is to provide on-campus employment opportunities. Through our program students gain working experience in discipline-specific fields, build professional development and leadership skills, and network with faculty, staff and fellow students, all with the flexibility and convenience of working on campus.

C. Student Employment Eligibility ▲

- You do NOT need a financial aid award (work-study) in order to be eligible to work on campus.
- UST degree-seeking students at the undergraduate, graduate and doctorate levels may be eligible for student employment.
- Students must be actively enrolled in a course for credit or satisfy one of the following:
 - Freshman students who are registered for courses and have paid their deposit may work the summer prior to their first semester.
 - Students starting class in the spring term can work during the J-term as long as they are registered for spring term classes.
 - Students graduating in May can work through the summer semester.
 - Students graduating in fall can work through the last day of J-term finals.
- Students graduating in J-term cannot work past the last day of J-term finals.
- Exchange students from other ACTC colleges are not eligible for student employment.
- If a student drops all their courses they are not eligible for student employment.
- Graduate students who are working on comprehensive exams and/or their thesis and not taking courses for credit are not eligible for student employment.
- International students may work up to 20 hours per week during the academic year and up to 40 hours per week when not enrolled in courses, during the summer, or breaks.
- It is recommended that non international students work no more than 20 hours per week while enrolled in classes; however, they may work up to 40 hours per week throughout the year.
- For further questions about eligibility, please contact the Human Resources Department at (651) 962-6510.

D. International Students ▲

- An F-1 visa student may accept employment at the university without prior approval from the U.S. Citizenship and Immigration Services (USCIS).
- International students on an F-1 visa must be enrolled for a full course of study in order to be eligible for student employment at UST. Students must be enrolled in the subsequent semester in order to be employed during J-term and summer.
- International students are limited to working 20 hours per week while class is in session. International students can work up to 40 hours per week during breaks, including the summer.
- Additional information concerning USCIS employment regulations may be obtained by contacting [International Student Services](#).

E. Advantages of Student Employment ▲

- FICA Tax Exemption:
 - During the academic year, students working on campus are exempt from paying FICA tax when enrolled in classes at least part time (At least 6 credits for undergrads and 3 credits for graduates).
- Flexibility:
 - Supervisors at UST understand that a student's first priority is their education and try to accommodate student's schedules.
- Convenience:
 - Working on campus requires less travel time and is more flexible with student schedules than many off-campus jobs.
- Campus Connections:
 - Students work with professional staff members who are vital to the university and may be able to assist with many aspects of their life at UST.
 - Many students meet some of their best friends through a student employment position.
- Financial Aid:
 - The amount of income students earn in Federal Work-Study or State Work-Study is not counted as income when they apply for financial aid for the following year.
- Learning Experience:
 - Student employees are considered to be extremely valuable, and it is the intent of the university to provide a work environment that promotes learning opportunities. No matter where students work on campus, UST supervisors strive to make their job the best learning experience it can be.

II. Employment Opportunities, Required Paperwork, Getting Paid

A. Finding Student Employment Opportunities ▲

- There are many student employment opportunities available on campus. The availability of positions varies throughout the year, with more opportunities at the start of each semester. All jobs are posted on the website as they become available. View the most [current student openings](#).
- Please apply online. If it is your first time applying, create a username and password. You will then be able to create an application and upload a resume or cover letter if requested. If you have applied before, simply log in using the username and password you originally created. You will be able to make any updates to your application and apply for other jobs. If you need help writing a resume or would like someone to review your resume and/or cover letter, please contact or visit the [Career Development Center](#).
- A contact person is listed on each job posting. Contact this person with any questions/concerns, or to get more information about the position.
- Supervisors will contact students whose application best fit the criteria for the position.

B. Required In-Person Paperwork ▲

- In-Person Paperwork – this paperwork needs to be filled out in the Human Resources Department, Aquinas Hall, Room 217.
 - Form I-9
 - If this is your **first time working on campus** at the University of St. Thomas, or **if you have not worked on campus in the last 12 months**, you will need to complete a Form I-9. This form must be completed **before the first day of work**.
 - At the time you complete your I-9 form, it is necessary to show original identification documents. Please click the following link to view a list of acceptable documents [List of Acceptable Documents](#).
 - If you have questions regarding the completion of the I-9 form, contact the Human Resources Department at (651) 962-6510.

- Form W-4
 - Students must claim the number of withholding allowances, sign and date the form. Please note: A student may not claim a number of allowances AND claim exempt. If you have questions regarding the Form W-4, please contact the Payroll Office in Aquinas Hall, room 221.
 - Due to the variances in tax treaties, **international students** must complete the Form W-4 Form and other pertinent tax treaty information in the Payroll Office, Aquinas Hall, and room 221.
- Privileged Access Confidentiality Agreement (PACA)
 - The University of St. Thomas provides employees with the information they need to do their jobs. As an employee with need-to-know access to University information systems, you will have privileges consistent with your job duties to access Private Information about faculty, staff, students, alumni and donors. A signed PACA form is required before you can be granted access to University of St. Thomas information systems as part of your job responsibilities.

C. Required Online Paperwork

- Student Employment Form
 - Student Employment Forms are submitted through [Murphy Online](#) . A student can log into Murphy Online using their UST ID and six-digit PIN. If eligible for student employment, students will be able to access the Student Employment Form. If ineligible, they will be given information regarding whom to contact to discuss their eligibility.
 - Students must complete a separate Student Employment Form through Murphy Online for each on-campus job they hold.
 - How to submit a Student Employment Form
 1. Log into [Murphy Online](#)
 2. Click on Student Services
 3. Click Student Employment
 4. Click Student Employment Form
 5. Select the term in which you are being hired (ex. Fall 2012)
 6. Click Enter another Employment Position
 7. Select supervisor
 8. Select hiring department
 9. Submit form electronically to your supervisor for approval
 10. Contact HR with questions at 651-962-6510

****All of the forms mentioned in sections B and C above must be completed *PRIOR to your first day of work*.** Students must not work before the information is completed. Once the Student Employment Form has been submitted and approved, an email confirmation will be sent to the supervisor. Your supervisor will notify you to discuss your work schedule.

D. Getting Paid ▲

- You will be paid on bi-weekly basis. You will receive a check through your inter-campus mailbox (unless you have specified a different payroll address through Murphy Online). If you would like your check to be directly deposited into a checking or savings account, you should complete the [Direct Deposit Form](#) (PDF) and return it to the Payroll Department. If you would like to have your earnings applied to your Tuition, you should fill out the [Student Tuition Deduction Form](#) (PDF) and return it to the Payroll Department.
- You may use a combination of these options as well.
- For more information, visit the [Payroll Website](#).

III. On-The-Job Expectations

A. Attendance ▲

- Student employees are expected to be reliable, punctual, and dependable in attendance and should notify their supervisor if circumstances cause them to be late.
- When absence from work cannot be avoided, the supervisor should be notified as soon as possible. Some departments may require the employee to find a replacement if unable to work scheduled hours.
- Excessive absenteeism and tardiness may be reason for disciplinary action, up to and including termination.
- Student workers should talk with supervisors to make arrangements for work schedules that conflict with exams. Work hours must be scheduled around classes and reevaluated each semester.

B. Hours of Work ▲

- It is strongly recommended that students do not work more than 20 hours per week during the academic year. Working 40 hours or more will forfeit a student's social security exempt status.
- It is mandated that students may NOT work more than 40 hours per week between ALL student employment positions. If a student is employed by more than one department, the student and his/her supervisors must work together to ensure the student's hours do not exceed the maximum number of hours.
- Due to differing treaties, international students should check with International Student Services to learn of requirements and restrictions for on-campus employment.

C. Breaks and Lunches ▲

- An optional fifteen (15) minute paid break is allowed during each four (4) hour work period. Each break is to be preceded and followed by an extended period of work. **Example:** If you work 4 hours, you are entitled to a 15 minute break after approximately 2 hours of work. Break times may not be saved to be used at another time and are to be taken in the middle of the shift. Employees cannot use the 15 minute break to come to work late or leave early and be paid.
- A meal break of ½ hour (without pay) is added to each eight-hour work period. **Example:** If you work from 8:00 A.M. to 4:30 P.M., ½ hour of this time is for a lunch break. You will be paid for 8 hours of work. **Unpaid meal breaks may not be waived and added on as additional payable hours.** Meal breaks should be taken near the middle of the shift.

D. Holidays and Vacations ▲

- Students are not required to work on holidays or during student vacations.
- If a student chooses to work a holiday, they may not be compensated for holiday or vacation pay of any kind. Students will be compensated for time worked, at their regular rate of pay.

E. Behavior Expectations ▲

- It is important for all employees to work together and behave in a manner that promotes the efficient operation of the University of St. Thomas and ensures a pleasant working environment.
- Behavior which supports this philosophy includes, but is not limited to:
 - Being ready to work at the start of the scheduled shift
 - Notifying the supervisor when you are going to be absent from work or are unable to be at work on time

- Following all university safety and health regulations; smoking only during rest and meal breaks, and only in “smoking permitted” areas
- Wearing appropriate clothes for the job
- Performing assigned tasks efficiently
- Maintaining a clean and orderly workstation
- Treating everyone with a pleasant, service-oriented attitude
- Refraining from offensive or undesirable behavior
- Behavior that does not promote an efficient, pleasant work environment is prohibited, and may result in disciplinary action. Any conduct deemed inappropriate to a good work environment may subject an employee to disciplinary action, up to and including termination. Inappropriate behavior includes, but is not limited to:
 - Unauthorized manufacture, distribution, possession or use of controlled substances including alcoholic beverages, illegal drugs, or narcotics while working
 - Reporting to work while under the influence of controlled substances including alcohol, illegal drugs, or narcotics
 - Theft or misuse of university property or of another employee’s property
 - Gambling on university property
 - Sabotaging physical or computerized records
 - Falsification of any university record or report, including employment application and time records
 - Clocking in for other employees
 - Harassment or injury to others
- The University of St. Thomas complies with both the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. Drug and alcohol abuse affects the health, safety and well-being of employees and students, and restricts the university’s ability to carry out its mission. Therefore, the University of St. Thomas:
 - Prohibits the unlawful possession, use or distribution of alcohol and illegal drugs by students and employees on all campuses and at all facilities of the university, or as part of the university’s activities
 - Prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace
- Student workers found in violation of the prohibitions stated above will be subject to disciplinary action via the Dean of Student Life’s Office.
- Student workers reporting to work under the influence of drugs or alcohol are not allowed to remain on the university’s property, and will be escorted off.
- Student workers experiencing problems resulting from drug or alcohol abuse are encouraged to seek help. See the [Counseling and Psychological Services](#) website for more information.

F. Confidentiality ▲

- All student employees may deal with some level of confidential information in the performance of their required job duties. This information cannot be discussed or made available to anyone without the proper approval of your supervisor. Unauthorized sharing of confidential information may lead to disciplinary action, including possible termination.

G. Termination of Student Employees ▲

- Termination of student employees may occur for the following reasons:
 - Resignation
 - Student becomes ineligible for financial aid or withdraws from classes
 - Department budget can no longer support student employee
 - Position no longer exists
 - Discharged due to poor performance

IV. UST Policies and Procedures

A. Safety and Security ▲

- The University of St. Thomas makes every effort to provide a safe and healthy work environment for all employees. Employees are expected to follow the safety and health requirements established by the University as well as Federal, State, and local laws.
- In case of an emergency call [Public Safety and Parking Services](#) at 2-5555.
- For all other non-emergency calls to Public Safety and Parking Services, call 2-5100
- In the event of a fire, all individuals in the building will be evacuated and directed to the nearest exit. At the sound of the fire alarm, you are expected to immediately leave your workstation and exit the building. Elevators should not be used during a fire evacuation. Once outside, all individuals should stay a minimum of 100 feet away from the building and should not reenter the building until the all-clear signal is issued by the fire department.
- At the sound of the National Weather Service siren (excluding Wednesday test periods), all office personnel and office occupants should go to the lower level of the building they are in and await further instructions. Be sure to stay away from windows.
- All work-related injuries, however minor, must be immediately reported to your supervisor and the Human Resources Department. A First Report of Injury will be filed with the Minnesota Department of Labor and Industry for each reported injury. First aid treatment may be provided through the university's [Health Services](#) or by a Security Officer.

B. Equal Employment Opportunity ▲

- The University of St. Thomas affirms its policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies, specifically including Chapter 139.50 and 141 of the Minnesota Civil Rights Ordinance and the Rules and Regulations as applicable.
- The University of St. Thomas will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age (40 and over), marital status, or status with regard to public assistance. With respect to religion and creed, as permitted by law, the university reserves the right to exercise discretion in employment decisions to employ persons who share and are committed to the values and mission of the university.
- The University of St. Thomas will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection for lay-off, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training including any future apprenticeships or internships. We will provide reasonable accommodation to applicants and employees with disabilities.
- The University of St. Thomas prohibits the harassment of any employee or job applicant on the basis of their protected class status.
- The university affirms the value of cultural diversity for all students and employees.
- The University of St. Thomas fully supports the incorporation of nondiscrimination and Affirmative Action rules and regulations into contracts.
- The University of St. Thomas will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving Affirmative Action objectives in addition to other criteria. Any employee of this university, or sub-contractor to this university, who does not comply with the Equal Opportunity Policies and Procedures as set forth in this statement and plan may be subject to disciplinary action.
- The University of St. Thomas has appointed Dr. Susan Alexander, Executive Advisor to the President, to manage the Equal Employment Opportunity Program. Her responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. If any employee or applicant for employment believes he/she has been

discriminated against, please contact Susan Alexander at 651.962.6031 or the Dean of Students.

C. Grievance Policy ▲

- Student employees may file a grievance if they feel a term or condition of their employment has been violated.
- Students are encouraged to deal with conflicts with the supervisor(s) directly, to the point with which they are comfortable.
- If the conflict is not resolved within the department, the student may contact the Human Resources Department to further pursue their concern and/or bring the grievance to the Dean of Student Life. Refer to the [Student Policy Book](#) for further information.

D. Technology Policies and Standards ▲

- The department of Information Resources and Technologies (IRT) has established guidelines for the use of the telecommunication system, computer software and hardware on campus. You can [view the guidelines online](#) or contact IRT at irthelp@stthomas.edu.

E. Sexual Harassment Policy and Procedure ▲

- Sexual harassment is a form of misconduct that may compromise the integrity of human relationships, can affect employee morale and performance, and can threaten the sense of security and well-being of all individuals. Sexual harassment can undermine the atmosphere of trust and respect that is essential to creating and maintaining a healthy working and learning environment.
- The university has adopted a policy designed to investigate and resolve such claims in a direct and thorough manner while respecting the rights of all parties involved. The sexual harassment policy is available for download in [MS Word](#) or as [PDF](#).

F. Harassment & Workplace Violence ▲

- The University of St. Thomas prohibits behavior that is disrespectful or harassing to another individual. Such behavior is demeaning, destructive and causes isolation to the individual(s) who are targeted and creates an environment that is not true to the university's mission. As a Catholic university committed to Judeo-Christian values, we expect all members of this community to treat one another with mutual respect and civility. The following examples are illustrative of the types of behaviors that will not be permitted, but are not intended to be all-inclusive:
 - Attacks or unwelcome physical contact directed at an employee, student, or visitor at the University.
 - Verbal, physical, or emotional intimidation through the threat of force or violence toward the body, possessions or residence of a University community member.
 - Verbal assaults, use of slang references, racial epithets, and jokes that demean and degrade any person due to their race, color, gender, culture, sexual orientation, national origin, age, ability, language competency, religious tradition, economic status; and verbal or physical portrayals which perpetuate stereotypic beliefs and attitudes.
 - Non-verbal offensive behavior, hostile attitude, hostile or offensive gestures, graffiti, offensive written materials.
 - The use of profanity or abusive language.
 - The possession of firearms or other weapons on university property.
 - Assault on a fellow employee, student, or visitor at the University.
- Any university employee found to be in violation of this policy will be disciplined and could result in immediate termination of employment.
- Any employee who believes he or she has been a victim of discrimination or harassment should report the behavior to his/her immediate supervisor or the Dean of Students. Action will be taken in a timely manner to follow-up on your complaint. If your complaint is not

resolved to your satisfaction, the formal grievance process may be initiated.

G. Hate Crimes & Bias-Motivated Incidents ▲

- The University of St. Thomas continually strives to meet the highest standards of respect and civility that are both implicit and explicit in its vision, mission, and convictions. It is the university's goal that no member of the University community shall be subject to any physical or verbal harassment, abuse or violence based on the individual's race, color, gender, sexual orientation, age, national origin, religion or physical or mental disability. The value placed upon human dignity and diversity should be interpreted as augmenting, not infringing upon, "freedom of expression", or "academic freedom."
- As a result, the university has adopted a policy and procedures designed to address claims of hate crimes and bias-motivated incidents in a direct and thorough manner while respecting the rights of all parties involved. A complete copy of both the [policy](#) and [procedures](#) are available for download in PDF format.

VI. Contact Information

HUMAN RESOURCES DEPARTMENT	<ul style="list-style-type: none"> • Current Student Job Openings • Position Descriptions • Forms Completion • Pay Rates 	www.stthomas.edu/hr/studentemployment 651-962-6510 AQU 217
PAYROLL DEPARTMENT	<ul style="list-style-type: none"> • Timesheet Questions • Paycheck Problems/ Questions • Direct Deposit Form • Student Tuition • Deduction Form • W-4 Form 	http://www.stthomas.edu/payroll/ 651-962-6508 AQU 221
OFFICE OF UNDERGRADUATE FINANCIAL AID	<ul style="list-style-type: none"> • Questions on Award Amounts • Questions on Eligibility 	http://www.stthomas.edu/financialservices 651-962-6550 MHC 152
INTERNATIONAL STUDENT SERVICES	<ul style="list-style-type: none"> • Questions on International Student Employee Eligibility 	http://www.stthomas.edu/oiss/ 651-962-6650 ASC 218
CAREER DEVELOPMENT CENTER	<ul style="list-style-type: none"> • Resume Help • Interviewing Advice 	http://www.stthomas.edu/careerdevelopment/ 651-962-6761 MHC 123