

Wartburg College

2018-19

**Student Employee
Handbook**

Policies & Procedures

Welcome!

The Student Employment program provides students with employment opportunities that will assist them with achieving both their academic and professional goals through hands-on learning in a challenging yet supportive setting. Our student employees play integral roles in many departments on campus as they assist with the daily operations at Wartburg College. In addition, students have the opportunity to:

- Meet and develop relationships with other students, faculty, staff, and other individuals in the Wartburg-Waverly community.
- Develop and enhance their work ethic, work habits, and various skill sets.
- Gain practical work experience that can be used to build their resumes.
- Have flexibility in scheduling work hours.
- Earn money to fund their education-related expenses.

We genuinely feel that your experience in the Student Employment program will enhance your learning and personal development.

As a student employee, it is essential that you are familiar with the expectations and guidelines of the Wartburg College student employment program. This handbook has been prepared and designed to outline some specific guidelines to assist you in better understanding our expectations of you as a student employee. Your successful employment at Wartburg College is important to us.

Sincerely,

Abbie Raum

Student Employment Coordinator

The Wartburg College Student Employment Office

Disclaimer

This handbook provides general information about the personnel policies and procedures for student employees. The contents of this handbook are informational only and do not, either by themselves or in conjunction with any other Wartburg documents, policy, procedure, action, practice, or verbal statement, constitute a contractual relationship, expressed or implied. Wartburg College reserves the right to modify, revoke, suspend, terminate, or change any or all policies or procedures at any time with or without prior notice.

Staff members in the Student Employment Office (SEO) are available to assist students and supervisors in clarifying any information published in this guide.

The Student Employment Office (SEO) is located in Luther Hall 212. To contact Student Employment Office personnel, you may e-mail studentemployment@wartburg.edu or call (319) 352-8350.

.....

Mission Statement

Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning.

College Information

Wartburg College is a fully accredited four-year, co-educational college of the Evangelical Lutheran Church in America. It traces its roots to 1852, when Pastor Wilhelm Löhe of Bavaria sent Georg Grossmann and five students to start a teacher-training school for German immigrants in Michigan. The college moved several times before establishing a permanent home in Waverly in 1935.

The college is named after the Wartburg Castle in Eisenach, Germany. The castle was a home for St. Elizabeth in the 13th century and served as a refuge for Martin Luther as he translated the New Testament into German during the Reformation.

Wartburg College encourages students to connect their classroom learning with opportunities to enhance leadership skills, immerse themselves in another culture, and “live their learning” in practical situations outside the classroom setting.

The 118-acre campus includes more than 30 buildings, and much of the campus is connected by a system of covered walkways.

Table of Contents

<u>Equal Opportunity Employer and Commitment to Diversity</u>	<u>6</u>
Equal Opportunity Employer	6
Diversity Vision Statement	6
Americans with Disabilities Act (ADA) and Reasonable Accommodation	6
<u>Employment Relationship</u>	<u>7</u>
At-Will Employment	7
Employment Classification	7
<u>Eligibility for Employment</u>	<u>8</u>
Academic Year Requirements	8
Summer Requirements	8
<u>Types of Employment</u>	<u>9</u>
Federal Work-Study	9
Community Service	9
Campus Employment	10
Honorarium	10
<u>Application and Hiring Process</u>	<u>11</u>
Application Process	11
Documentation Requirements	11
International Student Documentation Requirements	13
<u>Work Hours</u>	<u>15</u>
Work Schedule	15
Work Week	15
Restrictions on Work Hours	15
Multiple Jobs	16
Time Records	16
Rest Periods and Meal Breaks	16
Absenteeism and Tardiness	17
Unpaid Leave	17
<u>Payroll</u>	<u>18</u>
Compensation	18
Pay Periods	18

Payment Methods	18
Paystubs	19
Overtime	19
Holiday Pay and Paid Time Off (PTO)	19
Payroll Deductions	19
Taxable Fringe Benefits & Prizes	19
Pay Advance	20
W-2s	20
Changes to Personal Data	20
<u>General Policies</u>	<u>21</u>
Confidentiality	21
College and Personal Property	21
Personal Activities at Work	21
Personal Attire and Hygiene	22
Employment of Relatives and Domestic Partners	22
Tobacco Usage	22
Grievance	22
<u>Disciplinary Action and Separation of Employment</u>	<u>24</u>
Unsatisfactory Performance or Behavior	24
Gross Misconduct	24
Involuntary Termination	24
Voluntary Resignation	24
<u>Development</u>	<u>26</u>
Departmental Orientation and Training	26
Collaborative Student Employee Training	26
Performance Appraisals	26
National Student Employment Week	26
Student Employee of the Year	26
Student Employment Advisory Group	27

Equal Opportunity Employer and Commitment to Diversity

Equal Opportunity Employer

Wartburg College provides equal employment opportunities to all employees and applicants for employment. Equal employment opportunity applies to all terms and conditions of employment including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Wartburg College does not discriminate on the basis of race, age, sex, creed, color, national origin, religion, sexual orientation, gender identity, disability, or pregnancy in admission, employment, programs, or activities. Wartburg College complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, the Age Discrimination in Employment Act of 1975, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Iowa Civil Rights Act.

As an institution of the ELCA, Wartburg College reserves the right to impose qualifications based on religion if such qualifications are related to a bona fide religious purpose or are otherwise permitted by law.

Wartburg College expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Any student employee who believes he or she has been unlawfully discriminated against should contact his or her supervisor or the SEO.

Diversity Vision Statement

The Wartburg College Community is committed to creating and maintaining a mutually respectful environment that recognizes and celebrates diversity among all students, faculty, and staff. Wartburg values differences as an asset, works to sustain a culture that reflects the interests, contributions, and perspectives of members of diverse groups, and delivers educational programming to meet the needs of diverse audiences. We also seek to instill those values, understandings, and skills to encourage leadership and service in a global and multicultural society.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified students with a disability, Wartburg College will make reasonable accommodations to allow student employees with disabilities to perform the essential functions of their employment positions as long as doing so would not impose an undue hardship on the college. Student employees who believe they need an accommodation should contact their supervisor or the SEO.

Employment Relationship

At-Will Employment

Employment at Wartburg College is on an at-will basis. This means that either the student employee or the college may terminate the employment relationship at any time, for any reason, or without notice. All statements contained in this handbook or any other Wartburg publication, employment application, recruiting materials, memoranda, or other materials provided to applicants or student employees are to be interpreted consistent with this employment-at-will relationship.

Employment Classification

All student employees are considered part-time employees. By definition, part-time employees work less than full days, full weeks, and/or 12 months per year.

Student employment positions are temporary. By definition, temporary employees are individuals who work on an intermittent or call-in basis, less than 1,000 hours per year.

Eligibility for Employment

Academic Year Requirements

To be eligible for student employment at Wartburg College, students must:

- Hold full-time Wartburg College student status and currently be enrolled (registered and paid) for a minimum of 3 credit hours per term (excluding May Term).
- Show satisfactory academic progress toward completion of a degree.
(See Wartburg College Academic Catalog.)

Exceptions can be made to the enrollment requirement for students enrolled in less than 3 credit hours during the term prior to graduation. The Student Employment Office must be notified before this exception can be made.

Students who withdraw or graduate in December are no longer eligible for student employment after their date of departure from the college as recorded in the Registrar's Office.

International students must have a valid F-1 visa to be eligible to work on campus.

Summer Term Requirements

To be eligible for summer student employment at Wartburg College, students must be registered for classes in the upcoming fall.

Domestic students graduating in May can continue to work at Wartburg College as a student employee for the three consecutive summer months (June, July, and August) following their graduation.

International students graduating in May, however, cannot continue to work at Wartburg College as a student employee throughout the summer due to the restrictions of their visa.

Types of Employment

Wartburg College offers four different types of student employment categories on campus: Federal Work-Study, Community Service, Campus Employment, and Honorariums.

Federal Work-Study (FWS)

The Federal Work-Study (FWS) program is a financial aid-based program and provides funding for students who are eligible to work and earn a specified amount of money based on their individual financial need.

In order to be eligible for the FWS program, students must demonstrate financial need, be a full-time student, be a citizen or permanent resident, and meet other federal/state eligibility requirements. Students must apply for financial aid by submitting the FAFSA application each year in order to have the opportunity to be awarded FWS as a part of their financial aid package. FWS awards are not automatically renewed each year.

It is beneficial for students to be awarded a FWS award as the wages students earn from their on-campus job are considered “financial aid” instead of “income” on the following year’s FAFSA application. Therefore, the money students earn is not a deterrent against them when they are considered for more need-based aid the following year. Nonetheless, the amount of students’ FWS awards indicates students’ potential earnings for one academic year and is therefore limited.

Students who are awarded FWS must work on campus and then apply their monthly earnings, or a percentage thereof, based on the amount of hours worked, to their student account if they would like to use their FWS award to pay for tuition and other expenses. (See Student Payroll Deduction Agreement.) The amount of the FWS award is not automatically credited to students’ accounts.

Students should please note that the acceptance of a FWS award does not guarantee students an on-campus position. All students interested in working on campus must apply for on-campus positions, whether or not they receive a FWS award.

Community Service (CS)

The Community Service (CS) program is a financial aid-based program and maintains the same guidelines as the Federal Work-Study (FWS) program. Students holding student employment positions in a department that provides services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs may fall under the Community Services classification.

Campus Employment (CE)

The Campus Employment (CE) program is funded by individual departments on campus. All students are eligible for campus employment. Students are paid an hourly wage under this program.

Honorariums (HR)

Honorariums are funded by individual departments on campus. A select group of student employment positions that meet specific Department of Labor qualifications are paid via honorariums or monthly stipends. For these specific positions, students are paid a set dollar amount, allocated over a designated number of pay periods. All honorariums must be reviewed by the Student Employment Advisory Group and approved by the Business Office prior to communicating the payment agreement to a student.

Application & Hiring Process

Students are responsible for securing their own on-campus employment. The Student Employment Office personnel are available to assist students with this process.

Application Process

[Knightlink](#) is Wartburg College's online job board. Knightlink is a centralized location in which students can view all available on-campus/off-campus part-time/full-time internship and job opportunities. Knightlink allows students convenient 24-hour access to job postings.

Directions for accessing and navigating Knightlink can be found on the Student Employment website. Students' login information is unique to Knightlink and is not the same as their Wartburg email login information.

Students can apply for jobs directly through Knightlink by completing the Student Employment application. Upon submitting the application, the application will be sent directly to the student's personal email address as provided on the application. The student is then responsible for forwarding their application to the specific supervisor(s) of the position(s) in which he or she would like to apply. Supervisor contact information is available on Knightlink.

Select job postings may require applicants to submit additional materials, such as a cover letter and/or resume.

Hiring procedures vary by department. Some departments may invite applicants to interview via the phone, Skype, or in person before making hiring decisions.

Position appointments are made by department supervisors.

Documentation Requirements

Federal regulations require that all new student employees complete and submit the following forms to the Student Employment Office upon the offer of a position. These forms can be obtained in the Student Employment Office or found on their website.

- [Form I-9, Employment Eligibility Verification](#)

Students must complete section 1 of the I-9 form. Proper documentation proving identity and citizenship must be presented to the Student Employment Office in order to complete section 2 of the form. A list of acceptable documents are listed in the instructions of the I-9 form. Students must present one item from list A, OR one item from list B AND one item from list C. By law, the Student Employment Office personnel MUST see the original, unexpired documents in person; photocopies of these IDs are not acceptable.

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

The purpose of this form is so Wartburg College can withhold the correct federal income tax from each student's wages. Students must complete the portion below the dotted line on this form. The "Personal Allowances Worksheet" at the top of the form is available for students to use in determining their number of personal withholding allowances.

The following guidelines may be helpful:

- Line 5 – The higher the number of exemptions, the lower tax withheld. Claiming Single (S) and Zero exemptions will withhold the most tax.
- Line 6 – If the student employee chooses to have additional tax withheld, he/she may indicate the dollar amount on this line.
- Line 7 – Claiming "exempt" on this line indicates that a student employee is entitled to have NO federal income tax withheld. He/she must meet the IRS criteria as stated on the form to claim "exempt."

Students who claim exemption on this form will be required by the U.S. government to re-file this form in the following calendar year in order to retain their exemption status. If they fail to do so by the noted deadline on the form, their withholding allowances will be changed to single zero.

- [Form W-4, State Employee's Withholding Allowance Certificate](#)

The purpose of this form is so Wartburg College can withhold the correct state income tax from each student's wages. All students, except those individuals whom retain their legal/home/permanent address in Illinois, will need to complete the Iowa W-4 form. For the Iowa W-4, students must complete the portion below where it states "Employee Information." The instructions on the back of the form are available for students to use in determining their number of personal withholding allowances.

The following guidelines may be helpful:

- Line 6 – The higher the number of exemptions, the lower tax withheld. Claiming Single (S) and Zero exemptions will withhold the most tax.
- Line 7 – If the student employee chooses to have additional tax withheld, he/she may indicate the dollar amount on this line.
- Exemption From Withholding Statement – Claiming "exempt" on this line indicates that a student employee is entitled to have NO state income tax withheld. He/she must meet the IRS criteria as stated on the form to claim "exempt."

Students who retain their legal/home/permanent address in Illinois will need to complete the [Employee's Statement of Nonresidence in Iowa Form](#) and the [Illinois W-4 form](#). Iowa and Illinois have a reciprocal agreement for individual income tax

purposes. Under this agreement, any wages or salary made by an Illinois resident working in Iowa is taxable only to Illinois and not to Iowa.

For the Illinois W-4, students must complete the portion below the dotted line on this form. The “Personal Allowances Worksheet” at the top of the form is available for students to use in determining their number of personal withholding allowances. Students will also need to complete the Employee’s Statement of Nonresidence in Iowa form.

The following guidelines may be helpful:

- Line 1 – The higher the number of exemptions, the lower tax withheld. Claiming Single (S) and Zero exemptions will withhold the most tax.
- Line 3 – If the student employee chooses to have additional tax withheld, he/she may indicate the dollar amount on this line.
- Exempt Check Box – Claiming “exempt” by checking this box indicates that a student employee is entitled to have NO state income tax withheld. He/she must meet the IRS criteria as stated on the form to claim “exempt.”

Students who claim exemption on this form will be required by the U.S. government to re-file this form in the following calendar year in order to retain their exemption status. If they fail to do so by the noted deadline on the form, their withholding allowances will be changed to single zero.

When completing these forms, please keep the following items in mind:

- Use a black or blue pen to complete the forms. Pencil is not acceptable.
- Do not use whiteout or cross out a mistake. If a mistake is made, please use a new form.
- Writing must be legible.
- Use full legal first and last name.
- Use legal/home/permanent address on all of these forms. Please do not use your Wartburg mailing address.
- Students must sign and date each form in their respectable places.

International Student Documentation Requirements

In addition to the eligibility and documentation requirements previously outlined, international students must have a valid F-1 visa to be eligible to work on campus and must also complete the:

- [Social Security and Medicare Withholding Form](#)

This form documents that those students who have been in the United States less than five years, including the current year, are not required to have Social Security and Medicare taxes withheld from their wages. They are exempt from the withholding of

Social Security or Medicare taxes according to IRS publication No. 519, U.S. Tax Guide for Aliens. Students will need to record the month/year they were admitted into the United States on this form.

When completing the documentation requirements, international students should have their Alien Registration # or I-94 Admission #, valid visa, and valid passport on hand.

All international students are also required to apply for a Social Security number upon starting work on campus. The International Student Services Office will make arrangements for students to go to the local Social Security Office. International Students will be required to take the following documents with them when applying for a Social Security number: letter of employment verification, I-20 or DS-2019, I-94, passport, and visa. The Social Security office will mail students their social security cards. Therefore, students should check their on-campus mailbox often in the weeks following their visit to the Social Security office. Immediately upon receiving their Social Security card in the mail, students should present it to both the Student Employment Office and the International Student Services Office for recordkeeping purposes.

Work Hours

Work Schedules

Student employees should work closely with their departmental supervisor(s) to develop a work schedule fitting for both the student and the employing department.

Student employees are not permitted to work during their scheduled class times unless class has been canceled by their professor. Work schedules will be re-evaluated each semester to account for changes in students' class and extracurricular activity schedules.

Students are responsible for bringing scheduling conflicts to the attention of their supervisors ahead of time in order to determine if alterations can be made to their work schedule. If possible, supervisors are encouraged to adjust (to the best of their ability) student work schedules to accommodate student employees' commitments or desire to attend athletic practices and events, musical practices and performances, chapel, convocations, and other extracurricular activities and campus events.

Work Week

The work week begins at 12:00 a.m. Sunday and ends on Saturday at 11:59 p.m.

Restrictions on Work Hours

During the academic year, student employees are not permitted to work more than 20 hours per week. This is a Wartburg College policy for domestic students and a federal employment regulation for international students.

Exceptions to this rule are as follows:

- During holiday breaks and summer break.
- During the week of Homecoming and Christmas with Wartburg performances.
- With special authorization by the Business Office prior to the student working more than 20 hours per week.

At all times, student employees are not permitted to work more than 40 hours per week. However, in the event that a student employee does work more than 40 hours per week while performing the duties of an on-campus job, he or she will be compensated for overtime at a rate equal to one-and-one half times the regular hourly rate for all hours worked in excess of 40 hours in a workweek.

Work hour limits ensure the priority of academics as well as the availability of funds for all students.

Students are encouraged to monitor their work hours per week by utilizing the [KnightTime Timecard application](#) on the InfoCenter.

Multiple Jobs

Student employees may work multiple on-campus jobs. Student employees should inform each of their departmental supervisors of the name of their other employing department(s) as well as the anticipated number of hours they plan to work each week per department.

Student employees are responsible for monitoring their total number of work hours per week and ensuring that they do not exceed the maximum number of permitted work hours per week per Wartburg College policy.

Time Records

Student employees paid on a hourly basis are required to record their work hours utilizing the KnightTime system. Student employees are required to use their Wartburg ID card to punch in and out at a timeclock as a means of recording their work hours. [Directions for utilizing the timeclocks](#) and a [map](#) to locate the timeclocks on campus can be found on the Student Employment website. Student employees' work hours must be reviewed and approved by their supervisor(s) on the KnightTime web application before they can be processed for payment.

Student employees are responsible for accurately recording their work hours as they are worked and ensuring that their work has been performed in a satisfactory manner. All punches are rounded to the nearest quarter hour when utilizing the timeclocks.

Deliberate falsification of their punches or other student employment forms by student employees and/or supervisors may be considered a federal offense and is punishable by law. Also, such an act may be grounds for termination of employment. The hours for which a student employee receives compensation are subject to a federal audit.

Students may review their punches and work hour totals using the [KnightTime Timecard application](#) on the Student Employment website. Student employees must inform their supervisor(s) of any corrections that need to be made to their timecard by completing a [KnightTime Correction Form](#), available on the Student Employment website, and presenting it to their supervisor(s) prior to the payroll cutoff dates each month – the first business day of each month.

Rest Periods and Meal Breaks

Rest periods and meal breaks are available for the employees' welfare. Rest periods and meal breaks cannot be accumulated or used for lost time away from job responsibilities or for any other purpose. Exceptions require approval of the supervisor.

Student employees working four consecutive hours or more are entitled to a 15-minute paid rest period.

Student employees working six consecutive hours or more are required to take an unpaid 30-minute meal break. The KnightTime system will automatically deduct the 30-minute meal break if the student does not punch out for this break.

Absenteeism and Tardiness

Student employees are expected to be reliable, punctual, and dependable in regard to attendance. In the event that circumstances cause student employees to be late or to miss work, student employees should notify their supervisor in advance of their usual reporting time. In select departments, student employees may be required to acquire a suitable replacement in their absence.

Excessive absenteeism and tardiness may result in disciplinary action and possible termination.

Unpaid Leave

Student employees may take unpaid time off if arrangements are made with their supervisor(s) prior to their absence.

Payroll

Compensation

The majority of Wartburg College's student employees are paid an hourly wage, most commonly the federal minimum wage rate of \$7.25 per hour. A select group of positions that require prior training and/or a higher skill level are compensated at a higher hourly wage rate per our wage matrix.

Also, a select group of student employment positions that meet specific Department of Labor qualifications are paid via honorariums or monthly stipends. For these specific positions, students are paid a set dollar amount allocated over a designated number of pay periods.

Supervisors should discuss the wage rate per position with students at the time of hire.

Pay Periods

Student employees are paid on a monthly basis. Student payday is the 15th of each month. If the 15th of the month falls on a Saturday, Sunday, or a holiday, the student payday will be moved up to the preceding business day. A [list of student pay periods, approval deadlines, and paydays](#) is available on the Student Employment website.

Payment Methods

Wartburg College offers students two different options for receiving their compensation: direct deposit and/or student payroll deduction agreement. Paper paychecks are no longer a payment option.

- [Direct Deposit](#)
Direct deposit is the electronic transfer of a student employee's monthly wages to his/her checking or savings account at his/her banking institution of choice. For additional information, view the [Direct Deposit Fact Sheet](#) on the Student Employment website.
- [Student Payroll Deduction Agreement](#)
The Student Payroll Deduction Agreement allows the electronic transfer of a percentage (25%, 50%, 75%, or 100%) of your monthly wages to be applied to a student's Wartburg College tuition bill. For additional information, view the [Student Payroll Deduction Agreement Fact Sheet](#) on the Student Employment website.

To terminate or change the terms of either agreement, student employees must complete a new Direct Deposit form and/or Student Payroll Deduction Agreement and submit it to the Student Employment Office by the first business day of the month in which the student employee wishes to have the change go into effect for payroll.

Paystubs

Student employees can access their [paystub](#) on the Student Employment website.

Overtime

Student employees are not authorized to work overtime. However, in the event that a student employee does work more than 40 hours per week while performing the duties of an on-campus job, he or she will be compensated at a rate equal to one-and-one-half times their regular hourly rate for those hours considered overtime.

Holiday Pay & Paid Time Off (PTO)

Student employees are not eligible for holiday pay or PTO. Student employees may take unpaid time off if arrangements are made with their supervisor prior to their absence.

Payroll Deductions

The college is required by law to make certain deductions from an employee's salary. These include federal and state income tax, and withholdings for Social Security and Medicare, also known as FICA.

Per the IRS website, "FICA (Social Security & Medicare) taxes do not apply to services performed by students employed by a school, college, or university where the student is pursuing a course of study." Therefore, student employees who are enrolled in classes, whether during the academic year or summer, are exempt from FICA taxes.

Summer student employees who are not enrolled in classes but are working on-campus will have FICA withheld from their paychecks.

International students that have been in the United States less than five years, including the current year, are not required to have FICA taxes withheld from their wages. They are exempt from the withholding of Social Security or Medicare taxes according to IRS publication No. 519, U.S. Tax Guide for Aliens.

Taxable Fringe Benefits & Prizes

Student employees will be subject to additional taxation for taxable fringe benefits, such as room, board, prizes, gifts, and awards purchased and provided to student employees on behalf of their employer, Wartburg College. Taxation related to these fringe benefits will be deducted from the student employees' paychecks.

- *Early Arrivals*

Student employees may return to campus early in the fall for work-related training or to work on campus if arrangements are made with their employing department.

If a student employee's employing department accepts the responsibility for paying for his or her on-campus housing and/or meal provisions prior to the start of the academic

year, these provisions will be considered taxable fringe benefits for the student employee.

- *Prizes and Gifts*

Monetary prizes, gifts, and/or awards given by Wartburg College will be taxable fringe benefits for student employees.

The full [Taxable Income for Gifts and Prizes](#) policy can be found on the Business Office webpage.

Pay Advance

Student employees are not permitted to receive an advance on their wages.

W-2s

Student employee W-2s are available for pick up in the Business Office at the end of January. If not picked up by the designated deadline, W-2s will be mailed through the U.S. Postal Service to students' legal/home/permanent address.

Student employees may request copies of their W-2s by contacting the Business Office.

Change in Personal Data

Student employees should notify the Student Employment Office and the Registrar's Office promptly of any personal data changes such as their name, marital status, and/or legal/home/permanent address.

General Employment Policies

Confidentiality

Student employees who have access to confidential, personal data, and/or records of Wartburg College employees, students, and other related constituents should access, use, discuss, release, and/or divulge only in connection with and for the sole purpose of performing their assigned duties.

Unauthorized disclosure of confidential information and records applies to all information on Wartburg College computing/networking systems, all printed information, and all formal and informal verbal conversations.

Breaches in confidentiality by a student employee may result in disciplinary action up to and including separation from employment and/or possible collegiate judicial action. Violation of confidentiality by a student employee may result in legal action if it is determined that any local, state, or federal laws have been violated or if any liability is incurred by the college.

Supervisors are encouraged to have their student employees sign the [Employee Care of Confidential Information Form](#), which is available on the Student Employment website.

College and Personal Property

The college provides equipment and supplies to conduct college business. The college expects that personal use of college equipment will be kept to a minimum and not interfere with college business. Specifically, college computing resources are intended for current employees and students and are to be used in an ethical, responsible, courteous, and fair manner for administrative and instructional support. The full policy can be found on the ITS Office webpage.

Incidents resulting in damage to college properties must be reported to the supervisor immediately. Faculty, staff, and students are prohibited from making personal use of vehicles, tables, chairs, tools, and other equipment entrusted to an on-campus department. The college assumes no responsibility for items of personal property placed in a workspace assigned to an employee and reserves the right to inspect workspaces at any time, with or without notice to the student employee.

Personal Activities at Work

Student employees should minimize the practice of personal activities during work hours. Such personal activities include but are not limited to: studying, visiting with friends, making personal phone calls, listening to music with headphones, checking and sending personal emails, working on homework, or utilizing the internet for purposes other than those related to job duties. Student employees should also refrain from personal use of office equipment and supplies.

Personal Attire and Hygiene

Student employees' attire and hygiene should reflect good judgment, good taste, and decency. Attire should be appropriate for the position with emphasis on neatness and cleanliness.

Each department will determine acceptable attire and hygiene for their work environment and functions. Some positions may require specific clothing due to safety and health regulations.

Student employees represent Wartburg College and should present themselves accordingly.

Employment of Relatives and Domestic Partners

Students cannot be denied on-campus employment opportunities because of their status as a relative or domestic partner of a Wartburg College faculty or staff member. However, department supervisors cannot directly select, hire, supervise, review employment performance, or make decisions of compensation for any student that is a relative or domestic partner. This does not limit a department supervisor from making a recommendation on personal matters concerning a student that is a relative or domestic partner. For the purposes of this policy, "relatives" are defined as any family member including spouses, children, siblings, parents, or grandparents. A "domestic partnership" is defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Tobacco Usage

To maintain a safe and comfortable working environment and to ensure compliance with Iowa's Smoke Free Air Act, cigarettes and e-cigarettes are strictly prohibited in any college offices, facilities, and vehicles. Chewing tobacco is only allowed outside. Strict adherence to this policy is necessary because the college may be subject to criminal and civil penalties for violations of the applicable smoking law. A student employee's failure to abide by this college policy and state law may subject the student employee to disciplinary action, up to and including discharge from employment. This applies to both student employees and visitors of Wartburg College.

Complaints about violations of this policy may be brought to your department supervisor. No student employee will face any discrimination or retaliation for reporting violations of this policy to the college.

Grievances

Unless the issue involves prohibited discrimination or harassment perpetrated by an immediate supervisor, student employee grievances should be discussed initially with the immediate supervisor and/or department head. If the grievance cannot be settled in this manner, or if the student employee feels that it may be inappropriate to discuss the matter with the immediate supervisor or the department head, the student employee may present

the grievance directly to the Student Employment Office or Human Resources. An investigation may be completed with appropriate follow-up.

Disciplinary Action and Separation of Employment

In conjunction with Wartburg College's At-Will Employment policy, supervisors may terminate a student employee at any time for any lawful reason and does not have to demonstrate "cause" before terminating employment.

Unsatisfactory Performance or Behavior

Performance and behavior issues include but are not limited to unexcused absenteeism, tardiness, reluctance or failure to meet job requirements, noncompliance or insubordination, inappropriate workplace attire, excessive personal distractions (i.e. cell phone usage, friends visiting, internet usage, etc.) or other reasons. Supervisors are encouraged to discuss performance or behavior issues with student employees. In situations where a student employee's misconduct is not severe or can be remediated, supervisors should implement progressive disciplinary action allowing a reasonable time frame for improvement in performance or behavior before termination. Disciplinary action may include but is not limited to verbal counseling, written warnings, duty changes, and suspensions.

Gross Misconduct

Immediate termination of a student employee is expected for gross misconduct. Gross misconduct includes but is not limited to timecard falsification and fraud, dishonesty or theft, unauthorized or fraudulent use of equipment and/or property, breach of confidentiality, any act of physical violence or verbal abuse, being at work under the influence of alcohol and/or illegal substances, and violation of Wartburg College policies and/or the law. These cases should be immediately referred to the Student Employment Office. Gross misconduct may also result in the referral to the Human Resources Office, Student Life Office, and/or Dean's Office.

Supervisors should maintain detailed records of disciplinary action implemented and provide copies of these records to the Student Employment Office. Supervisors are encouraged to use the [Work Performance Form](#) to document disciplinary actions. This document is available on the Student Employment website.

Involuntary Termination

If the lack of work available or limited funding to pay wages necessitate terminating students, students should be referred to the Student Employment Office for assistance in finding another on-campus job. This type of termination is not a reflection of a student employee's work performance.

Voluntary Resignation

Student employees that wish to reduce their work hours or terminate their employment before the end of the semester or academic year are encouraged to provide their supervisor(s) with

a two-week notice. If a student employee's need to resign is due to their decision to leave the college, the student employee should make arrangements with the Student Employment Office for the payment of any remaining wages.

Development

Departmental Orientation and Training

Initial orientation of new student employees is an office/department responsibility. A “Department Orientation Checklist for New Student Employees” is available to supervisors on the Student Employment webpage. Student employees may also be required by their departmental supervisors to participate in on-the-job training as it relates to learning and performing required duties of the position.

Individual departments may require student employees to participate in continuing professional development opportunities either within their department or as provided by the Student Employment Office. Specifically, some departments may require safety and/or technical training. Student employees are compensated for work-related training.

Collaborative Student Employee Training

Many on-campus departments work together to provide shared training sessions each year that cover a variety of topics, which help student employees bridge their experiences in the student employment program with their vocations. The training sessions also focus on professional work behavior and attitude. Student employees are compensated for work-related training.

Performance Appraisals

Individual departments may schedule routine performance appraisals to evaluate student employees’ performance. However, informal feedback and recognition is expected to be shared throughout the year.

National Student Employment Week

Wartburg College proudly recognizes and celebrates National Student Employment Week. This weeklong celebration recognizes the outstanding contributions and achievements of students who work while attending Wartburg College. In addition, the college recognizes supervisors for their dedication to mentoring their student employees. Many on-campus departments decorate their areas and plan special activities for their students during this celebration.

Student Employee of the Year (SEOTY)

Wartburg College holds a Student Employee of the Year contest to recognize student employees that have taken great pride in their work and have gone above and beyond their call to duty by truly making a difference at Wartburg College through their student employment endeavors.

Supervisors nominate student employees for the honor of SEOTY by submitting a letter stating how their student employee has demonstrated the following qualities: reliability, quality of work, initiative, and professionalism.

All nominations are reviewed by a diverse panel of Wartburg personnel and a campus winner is selected. All campus nominees are recognized and the winner of the SEOTY has their nomination submitted to the regional SEOTY contest. The rules of the contest follow the guidelines set by the Midwest Association of Student Employment Administrators (MASEA).

Student Employment Advisory Group

The Student Employment Advisory Group was established to assist the college with performing a comprehensive review of the Student Employment program and make recommendations that can assist in strengthening the program from both the perspective of student employees as well as the departmental/institutional levels. The group is composed of a diverse group of student employee supervisors from various departments across campus. The student employment coordinator convenes the group. Meetings are held monthly.