



# INDIANA **TECH**



## STUDENT CAMPUS EMPLOYMENT HANDBOOK



# WELCOME

We are so excited that you're interested in campus employment for the 2018-2019 Academic Year! Student Employment at Indiana Tech provides you with meaningful opportunities to advance both academic and professional goals, while also becoming more integrated into the Tech community. It's impressive that you're looking into campus employment as it signifies how much you value gaining job experience in preparation for your future career. Way to already be looking ahead!

Included in this manual is essential information that is vital as you navigate through campus employment. Below is an overview of the three main sections covered in this booklet:



## All about Tech

Read up on Indiana Tech's Mission Statement, Core Values, and Code of Ethics. Understanding what Tech stands for gives you a vision for how you can best represent the University through an on-campus job.



## Hiring and Orientation Process

Through a flowchart, see the whole hiring process from start to finish.

Take a peek at what onboarding items you will work through.



## Policies and Procedures

Look at important student employee policies regarding work eligibility, attendance, job responsibilities, attire, and cell phone usage.

If at any time you have additional questions, please do not hesitate to get in touch.

We are 100% here to support you throughout this hiring process! We so look forward to getting to know you and hopefully working with you in the future!

Sincerely,

Susie Witte- Human Resources Specialist

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### I. Tech Mission Statement

Indiana Tech provides learners of all ages with career-focused professional education in the areas of business, computer studies, engineering, and other professional concentrations; prepares them for active participation in the complex, global society of the 21<sup>st</sup> century; and motivates them toward a life of significance and worth.

### II. Tech Core Values

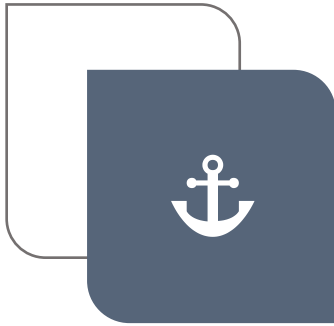
Indiana Tech recognizes and adheres to the following core values:



The university's core purpose is to provide career-focused, professional programs of higher education.

### III. Tech Code of Ethics

Indiana Tech is dedicated to preparing our students for professional and personal success. The university expects all students, administrators, faculty, and staff to act with integrity while displaying the following principles in actions, words, and appearance, on and off campus.

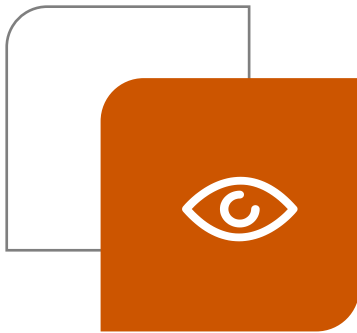


#### **Honesty**

1. Demonstrate truthful behavior in an open environment.
2. Understand and abide by Indiana Tech's policies regarding academic honesty.

Honestly includes:

- Presenting one's original thoughts and works and appropriately crediting others.



#### **Accountability**

1. Hold yourself responsible for the consequences of your own actions.
2. Honor commitments and demonstrate promptness.

Accountability includes:

- Obeying rules of the university, laws of the state, and federal regulations.
- Recognizing that promptness and follow through demonstrate respect for others.

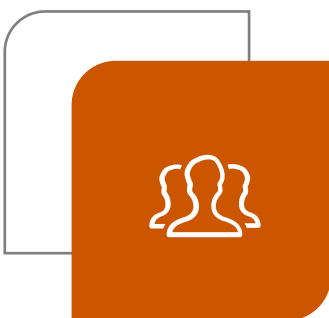


#### **Respect**

1. Treat all individuals fairly and equally.
2. Be true to your ideas and beliefs while maintaining an open mind.

Respect includes:

- Acting with maturity by minimizing inappropriate distractions in the classroom and other university locations.
- Treating all university property and the property of others with care and consideration.



#### **Professionalism**

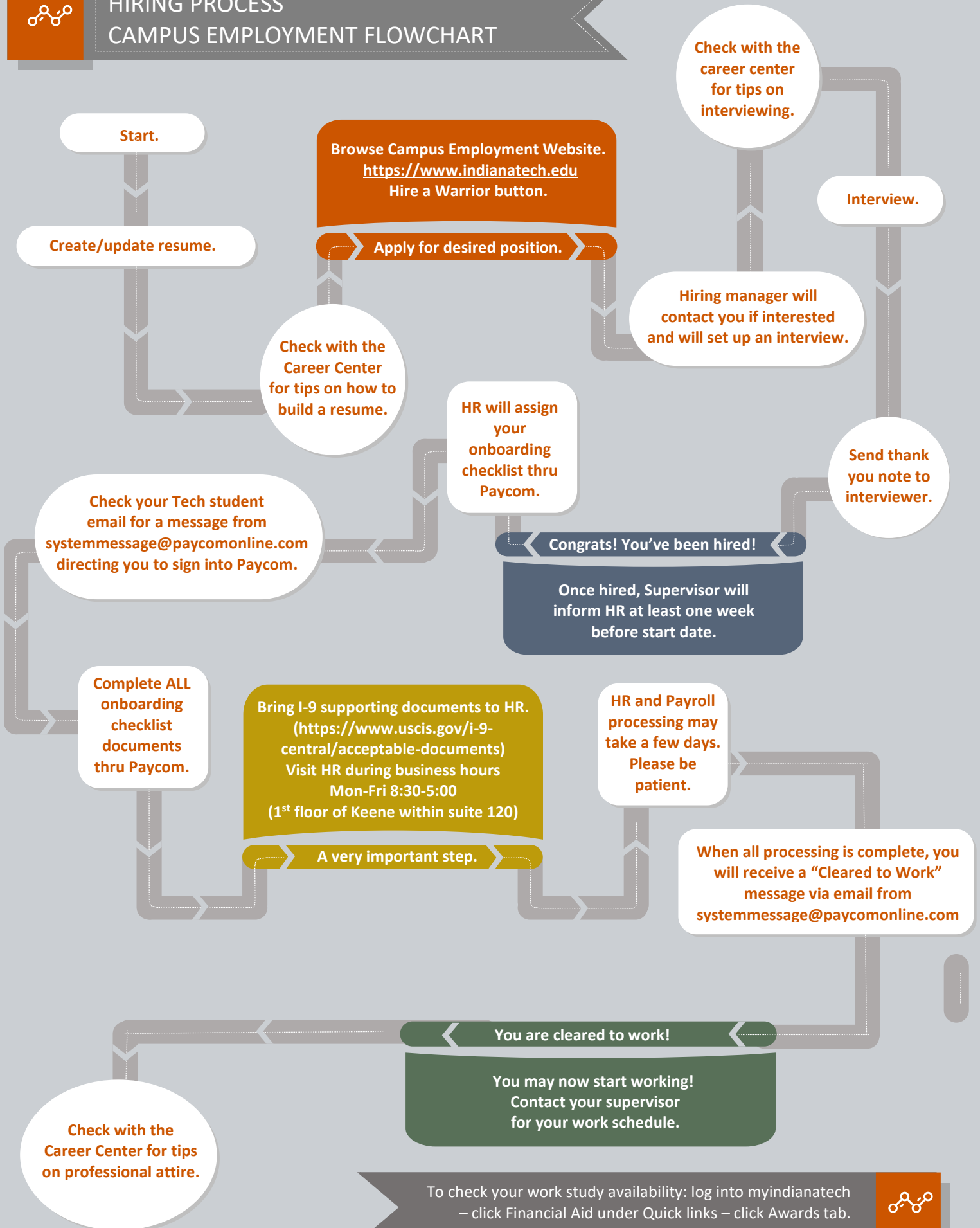
1. Represent Indiana Tech in an appropriate manner on and off campus.
2. Maintain the highest standards of performance, conduct, and cooperation with others.

Professionalism includes:

- Engaging in behavior, speech, and appearance appropriate to the occasion.



# HIRING PROCESS CAMPUS EMPLOYMENT FLOWCHART



Once you have been officially offered a campus job you will be required to complete orientation documents with HR before you begin working. Below is the onboarding checklist that you will go through.

**Learn about the**  
Indiana Tech Philosophy



**Agree to the**  
Tech Harassment Policy

**Agree to the**  
Tech Code of Ethics



**Acknowledge the**  
Duty to Report Child Abuse

**Agree to the**  
Tech Confidentiality Agreement



**Agree to the**  
Social Media Policy

**Acknowledge the**  
Tech Policies and Procedures



**Agree to**  
Complete FERPA Training

**Set up your**  
Tax Information



**Agree to**  
Complete Title IX Training

**Set up your**  
Direct deposit



**Submit**  
EE01 information

**Provide**  
Emergency contact information



**Work through**  
Paycom training

### I. Eligibility for Campus Employment

- Students who obtain an on-campus job are required to complete an HR orientation that will include processing federal and state tax information, Employment Eligibility Verification, and direct deposit information before beginning work. All student employees must present valid identification, international work eligibility information and/or Social Security card or other acceptable identification for I-9 completion prior to starting on-campus employment.

### II. Types of Employment

There are two types of student employment available at Indiana Tech, Federal Work Study and regular campus employment. Both types of employment require that the student be enrolled at Indiana Institute of Technology. Campus employment is paid 100% through department funds. Federal Work Study is paid in part by Indiana Tech, and in part by the Federal government. Both students under campus employment and FWS follow the same hiring and reporting procedures.

- **Federal Work Study Students**
  - The FWS program has been put in place to help provide students who qualify opportunity to earn wages to aid in paying for college expenses. Eligibility for this program is based on “need” and is determined through the Free Application for Federal Student Aid (FAFSA).
  - Students must complete the FAFSA form every year to be eligible for FWS, because eligibility is based on need. The FAFSA is available online at <https://fafsa.ed.gov>.
  - Students must maintain the federal aid standards for satisfactory academic progress, including holding a GPA of at least 2.0, among being enrolled, to receive federal financial aid including FWS.
- **Non Work Study Students**
  - Campus employment (non FWS) is available for students who, according to FAFSA, do not qualify for FWS or have not applied for financial aid. Student earnings from nonFWS workers come directly from department budgets.
- **International Students**
  - The hiring and reporting procedures are the same as FWS and nonFWS students. All students will need to have a Social Security card. If a student does not have one, after a campus job has been offered, the hiring manager will contact the Human Resources Department and obtain a letter stating that the student will be working on campus. The student will take their letter of intent to the Social Security Administration office to apply for a Social Security Number. A Social Security Number will be issued within 10 days. The student cannot begin working until the Social Security Number has been received and submitted to HR.

- International students are limited to working 20 hours per week.
- As a reminder, working off campus without proper work authorization is a **violation of your nonimmigrant status**. It is grounds for **TERMINATING your SEVIS record and being DEPORTED from the United States**.

### III. Supervision

- Your direct supervisor is responsible for approval of your time card. In addition, depending on the project, you may also be given direction by other staff members or student supervisors. Your supervisors will inform you of who those individuals are.

### IV. Attendance

- Student employees will work with their supervisor to set a convenient schedule. Students must work the hours as set forth. If a student is unable to work on any given day they must notify their supervisor in the preferred method – phone, email, etc. Supervisors will go over this process with you.
- Students will clock in using the Paycom system; your supervisor will go over the process with you. Students are to clock in when they arrive in the office/department and are to clock out of the office at the end of their shift. Deviating from this procedure may result in termination.
- Should a student fail to clock in or out, or is unable to clock in or out, the student should complete the **Biweekly Time Sheet** with the correct times for clocking in and/or out. Your supervisor will make the necessary changes in the student's file. While this procedure is in place for exceptions, the expectation is that students will clock in and out utilizing Paycom on their own; repeated failure to follow this procedure may result in termination.
- Should a student employee have a change in personal information such as address, phone number, tax information, direct deposit information or other information contained in Paycom, this information should be updated in the Paycom system.
- Students may adjust schedules as needed for classes, presentations or special events, but must work with their supervisor one week prior to change.
- Athletes, please provide your practice and game schedules to your supervisor.

### V. Performance Issues

- If a student has a no call / no show for a scheduled shift, he/she will jeopardize his/her position and termination may result.
- For performance related issues, student employees will follow a three strike rule:
  - First Step – Student will receive feedback from immediate supervisor of the issue and discuss corrective measures.
  - Second Step – Supervisor will again discuss with the student the performance issue and necessary corrective measures and complete the **Employee Interview Record** to document the discussion.



- Third Step – The student employee will be notified of his/her termination based on a lack of corrective measures taken to improve performance. The supervisor will at that time complete an **Indiana Tech Infraction Card** and discussions will be held with Human Resources as to the student’s ability to work in other departments on campus, depending upon the circumstances in which the student was terminated.
- Immediate Termination – Anything that would be a fire-able offense in any employment setting also applies to students. Your supervisor can answer any questions about this.

**VI. Earning Limitations**

- Wages are paid in correlation with the student employee pay scale.

Class Rank	Hourly Wage	(returning to same department)
Freshman (1-30 credits)	\$7.25	N/A
Sophomore (31-60 credits)	\$7.50	\$7.75
Junior (61-90 credits)	\$7.75	\$8.00
Senior (91 or more credits)	\$8.00	\$8.25

- FWS students are allowed to use all work study time in one semester.

**VII. Orientation Period** – Your supervisor is responsible for conducting a student orientation, including but not limited to:

- Signing into Paycom
- Areas of responsibility in office
- Answers to common questions
- Disciplinary procedures
- What procedures to follow if work schedule must be changed
- Procedures for calling off sick or asking for time off
- Dress code

**VIII. Attire**

- In most departments, students are required to dress business casual while working normal hours. Certain positions in certain departments may call for a modified dress code. Please check with your immediate supervisor.
- For some events, professional dress may be expected. Please see your supervisor if you have issues meeting this requirement.
- Please use common sense when dressing for work. Jeans are acceptable as long as they are clean and neat.
- No jeans with holes in them, pajamas or sweat/athletic pants and/or shorts.
- No other college or university logos may be worn.

## **IX. Confidentiality**

- Due to the nature of university business, student employees will be asked to sign a Confidentiality Agreement mandating student employees keep all student information in the strictest confidence. Failure to comply will result in immediate termination.

## **X. Computer and Cell Phone Usage**

- The computer is for work purposes. Student employees should refrain from web surfing or using any social networking websites during work hours.
- Cell Phones – please keep cell phone use to a minimum and for emergencies/high priority calls only.

## **XI. Evaluations**

- Student employees and interns may receive semesterly performance evaluations and may be asked to set semesterly goals.
- Student employees may be asked to evaluate their campus employment experience.

## **XII. Conditions of Employment**

- Student employees and interns are not eligible for sick-time, compensatory pay, vacation time, or holiday pay.
- Many positions are posted in the fall and run through the spring semester, but there are some jobs that post throughout the school year.

## **XIII. Unethical and Illegal Activity**

- All student employees and interns are expected to behave ethically and within the law at all times.

## **XIV. Doing What's Right**

- All student employees and interns are to act with integrity while displaying honesty, accountability, respect, and professionalism in their actions, words, and appearances on and off campus.
- At Indiana Tech we believe that you should be able to voice your concerns if you believe ethical standards are being compromised. Therefore, an independent company called, The Network, provides an anonymous, 24/7 hotline for employees to report dishonest and unethical behavior such as waste, fraud, health and safety violations, harassment, or professional misconduct.
- To get in touch, call (866) 614-2757 or go online to [www.reportlineweb.com/indianatech](http://www.reportlineweb.com/indianatech).