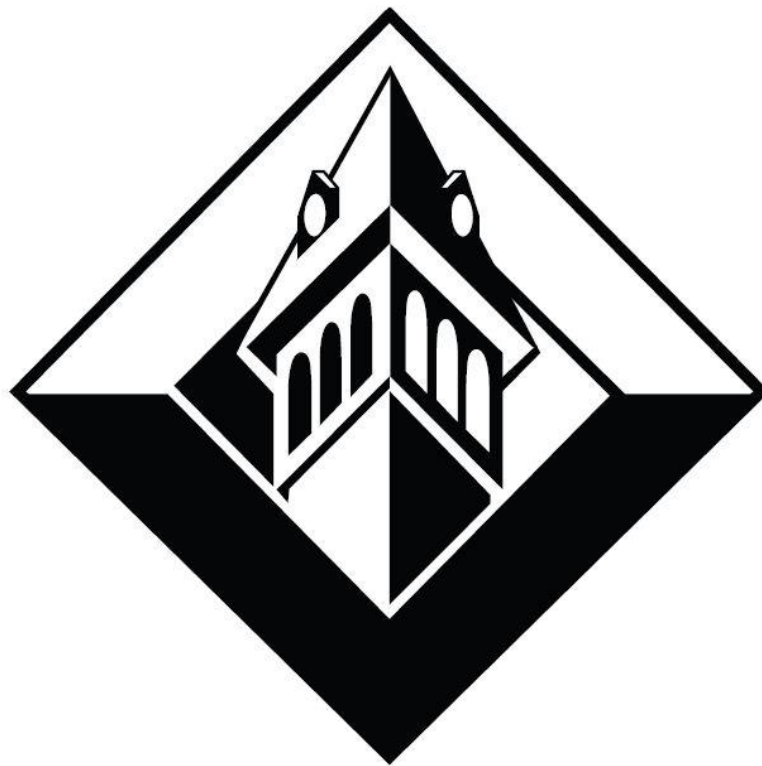


CAMPUS GUIDE TO STUDENT EMPLOYMENT



**VCSU CAREER SERVICES
VANGSTAD 020**

**KARI BODINE
701-845-7534**

TO: VCSU Student Employees

Congratulations on securing a campus position! Student employment is very valuable for you as it is for the staff and faculty you will be working with. In addition to earning a paycheck, you will also learn valuable skills to take into your career. If you perform well, you may also earn professional references as you apply for career positions or graduate school.

Working on campus is a privilege and should be treated as such. These positions are competitive and if you do not meet the set standards, you may lose the privilege of holding the position. We want you to do well and will work with your classes, athletics, and extra-curricular involvement to allow you to be a student first.

If you are performing above your expected duties, introduce an innovative idea, or prove that you are invaluable to the department you are working in, you may earn recognition for your efforts. The "Student Employee of the Month" award will recognize such students and will be published to campus and on social media.

If you ever have concerns about a position or supervisor, please do not hesitate to contact me. I am here to assist you in any way that I can.

Have a great year!

Kari Bodine

Kari Bodine
Career Services Coordinator



VALLEY CITY

STATE UNIVERSITY

GUIDELINES / POLICIES FOR CAMPUS STUDENT EMPLOYMENT

FEDERAL WORK STUDY PROGRAM

This program is based on financial need and is part of the student's financial aid package by completing the FAFSA form. All work study students go through an orientation before their work begins and their work performance should be monitored by the work site supervisor. Whenever possible, students are placed in areas where they have an interest in working. RETURNING VCSU STUDENTS ARE GIVEN PRIORITY IN PLACEMENT.

HOURS AND DOLLARS ARE MONITORED THROUGH FINANCIAL AID OFFICE AND SUPERVISORS WILL BE NOTIFIED IF THERE IS A PROBLEM.

Students who are awarded work study must be given the opportunity to earn the money allotted. However, if the students do not perform adequately in the assigned position, they are not guaranteed the position. The supervisor should discuss any issues with the student to resolve any problems. If the problem persists, Career Services should be notified and if a solution cannot be reached, the student's employment may be terminated.

How many hours per week may I work?

Students may work 10 hours per week on work study. If students hold multiple positions on campus, the limit is 20 hours per week and 40 hours per week during summer and holiday breaks.

STUDENT ASSISTANCE

This program is NOT based on financial need, but rather open to any students who are interested in applying for a campus position.

How to Apply:

All students interested in a campus job must complete an application online through the Viking Vacancies link on the Career Services web page before their employment can begin. A copy of the application will then be sent to any area where the student indicated an interest in working. Visit www.vcsu.edu/careerservices/ to register. Departments will contact students for an interview and will make the final hiring decisions.

First consideration for all campus jobs will be given to full time enrolled Valley City State University students. (Based on 12 semester credits).

To be eligible for summer employment, first preference will be given to currently enrolled Valley City State University students. Second preference will be given to new students who will be enrolling for the Fall Semester.

How many hours per week may I work?

Many students hold multiple part-time positions on campus. Career Services will authorize a total of 20 cumulative hours per student, per week and 40 cumulative hours per student, per week for the summer and holiday breaks. **STUDENTS ARE NOT TO WORK OVER 40 HOURS PER WEEK!!!**

If the student does not perform adequately in the assigned position, they are not guaranteed the position. The supervisor should discuss any issues with the student to resolve any problems. If the problem persists, Career Services should be notified and if a solution cannot be reached, the student's employment may be terminated.

REQUIREMENTS FOR EMPLOYMENT

To be considered for a student assistant position, register through the Viking Vacancies link on the Career Services web page (www.vcsu.edu/careerservices/). All positions are based on an applicant's abilities or past performances, class schedule, and jobs available.

- Apply early
- Plan your class schedules accordingly
- Consider your class schedule for each upcoming semester
- If you expect to be hired, you must perform well on the job
- Some jobs may ask you to be on campus at times other than the normal school hours

NOTE: If you decline Federal Work Study, you **WILL NOT** be eligible for Student Assistance.

HIRING/PAYROLL

If a background check is applicable for your employment, you will receive a request from Sterling. Background checks must be completed and cleared prior to your first day of work. This process typically takes 2-5 business days. While waiting for the results, you can begin the online hiring process.

International students will need to contact Career Services prior to completing the online hiring process to determine work eligibility.

New student employees must complete the online hiring process prior to their first day of work. The online hiring process consists of three system generated emails which will take two days to complete once initiated. The student must follow the action item instructions within each email.

1. Email Subject Line: ACTION REQUIRED New Hire in Process - Please Log In
 - a. Enter your personal data
2. Email Subject Line: ACTION REQUIRED New Hire On-boarding steps
 - a. Complete step 1, wait 24 hours to allow time for our system to update, then continue with steps 2 and 3
 - b. Direct Deposit is required under NDUS policy 702.5 Direct Deposit of Wages.
3. Email Subject Line: Please Complete I9 (Section 2)
 - a. Complete section 1 of the I9 form
 - b. Bring I9 documents to Employee Services (McFarland 211) on or before your first day of employment
 - c. This step is mandatory in order to ensure you are paid in a timely manner and for both you and your employer to remain in compliance with Federal guidelines.

Your supervisor will be notified once you are eligible to begin work.

Your supervisor will assist you on tracking your hours worked. Payroll is processed semi-monthly with a two week pay lag. Pay dates are on the 15th and the last working day of each month. Pay advices can be reviewed in HRMS Self-Service.

WORK SCHEDULE

1. You should set up a work schedule with your supervisor that meets both of your needs. Your work is not to interfere with your classes and adequate study and recreation time. When you go to meet with your work supervisor, take a daily schedule with you that shows classes, labs, and any other commitments that you may have.
2. The student should not work on any days other than scheduled school days unless asked by the supervisor and prior approval of the Career Services Office has been given (this includes school breaks).
3. You are responsible for reporting for work regularly and arrive on time. If for any reason you are unable to work and your job allows for substitutions of other student employees, you are required to have a qualified substitute. Once a sub is found you need to inform your supervisor so they know that the replacement is coming in for you.
4. In the event of an illness or emergency, you must notify your supervisor in advance of your shift.
5. Three unexcused absences will be cause for dismissal.
6. Student employees must remain on their assigned work schedule unless permission to alter their schedule is granted by their supervisor! Failure to do so will result in dismissal!
7. All student employees must notify their supervisors if they are going to be late, absent, or need to leave early.

BREAKS

1. Breaks are given: If you work 4 continuous hours = One, 15 minute break.
If you work 8 continuous hours = Two, 15 minute breaks,
and one unpaid $\frac{1}{2}$ (half) hour lunch.
2. It is up to your supervisor if you work less then 4 hours if/when you will get a 10-15 minute break during the time you work.
3. Breaks are to be taken in the building.
4. If you need to leave the building during your break please inform your supervisor of this to determine how long you will be gone and if it is necessary to clock out.

STUDENT EXPECTATIONS

- Supervisors should discuss with the student employee at the very beginning, what the position involves, the expectations, and responsibilities of the student worker. If you are unsure, ASK!
- Students who don't perform satisfactorily will, after a warning, either be terminated or re-assigned.
- **RELATIVES:** Student employees will not be assigned for employment in a department where they are supervised by a relative.
- The minimum salary is \$8.25/hour. If you perform well and your supervisor hires you back year to year, you may receive raises periodically.

APPEARANCE / DRESS CODE

Dress appropriately for the work site. Always make sure that you are neat and clean. If you are working in a heavy traffic, student and visitor area, you may feel more confident by dressing like the full-time office staff. Being neat, clean, and well groomed will take you far in any campus position.

Please refrain from wearing hats, t-shirts/sweatshirts with derogatory slogans, alcohol/cigarettes, pictures, or ones from *other* universities while working. If it is deemed to be offensive or inappropriate, you will be asked to clock out, go home and change.

Some offices on campus give out a name badge. You should wear it whenever you are clocked in and working. Your office will pay for your first badge. If you should lose your name badge one will be re-ordered and you are responsible for paying the bill.

In certain departments, workcrew shirts given out are not mandatory but recommended to be worn while punched in. Workcrew must wear closed toe shoes at all times and must not wear shorts. Any long type of pants/sweatpants is acceptable.

In addition to appropriate attire, good personal hygiene is expected of all employees. Hair should be clean, combed and neatly trimmed or arranged. If a supervisor believes an employee is not dressing and/or practicing good personal hygiene, the employee is expected to cooperate in making the necessary changes to meet expectations.

If you have any questions about what is acceptable or not acceptable dress for your employment, ask your supervisor prior to working.

CONFIDENTIALITY:

Many student positions are in offices or areas where the employees must handle highly confidential materials and information. What is seen and heard in the office must stay in the office. You may be asked to sign a statement of confidentiality. Take this very seriously.

CHANGING WORK SITES:

There may be some flexibility in changing work sites, but it does depend on the reason for change, your skills and what else may be available on campus at that time.

If you are having a problem with your work site, please do not hesitate in coming in and visiting with Kari Bodine in Vangstad 020, about the problem. Sometimes what appears to be a major problem can be cleared up with a simple explanation. NEVER just stop going to work if you are unhappy – come in and let us try to work things out for you.

RESIGNATIONS / FIRING / DISMISSAL:

If you find that your work is interfering with your class/study time and you need to resign, please see Kari Bodine, discuss it with her and then allow ample time for a replacement to be found, so you are not leaving an office or department with no help.

You may not be considered for campus employment if any of the following occur:

- Unsatisfactory work
- Failure to observe written instructions or refusal to carry out orders
- Working while under the influence of drugs/alcohol

- Absence or tardiness
- Treating students, staff, faculty or other customers rudely
- Dangerous horseplay or negligence
- Unauthorized use of the keys and building/facilities
- Destruction/theft of University property
- Misuse of time card
- Breach in confidentiality policy

Student employees who are terminated may be considered ineligible for future university employment.

SUSPENSION FROM STUDENT EMPLOYMENT:

Valley City State University student employees are expected to follow and uphold all university policies and guidelines. This includes the Code of Student Conduct which includes the VCSU Computer & Network Usage Policies.

While awaiting a review of the infraction or following the review, student employees can expect to receive a warning, temporary suspension or permanent suspension from any and all work programs at the University.

No student employee shall be permanently suspended from VCSU employment without consultation between the work supervisor and the Director of Career Services; if the student is a Work Study student, then the Director of Financial Aid or representative of that office will also be included in the discussion.

EMERGENCY SITUATIONS:

Emergency situations may occur in a number of areas. They will be obvious when they happen. Some Faculty/Staff are trained in First Aid and CPR/AED. Night Managers of the Student Center and Resident Assistants are required to be certified. Use the following procedures for most emergencies:

1. Examine the situation thoroughly but quickly. Decide what to do.
2. If people are endangered, get them out of the area.
3. If needed, ask if anyone knows CPR or how to use the AED.
4. If a misconduct circumstance is present, handle it without anger or emotion.

Do Not Use Physical Force! Call for help by calling the following if necessary.

Emergency Numbers:

Info Desk	845-7990
Power Plant (24-hour)	845-7708
Police/Ambulance/Fire Dept.	911