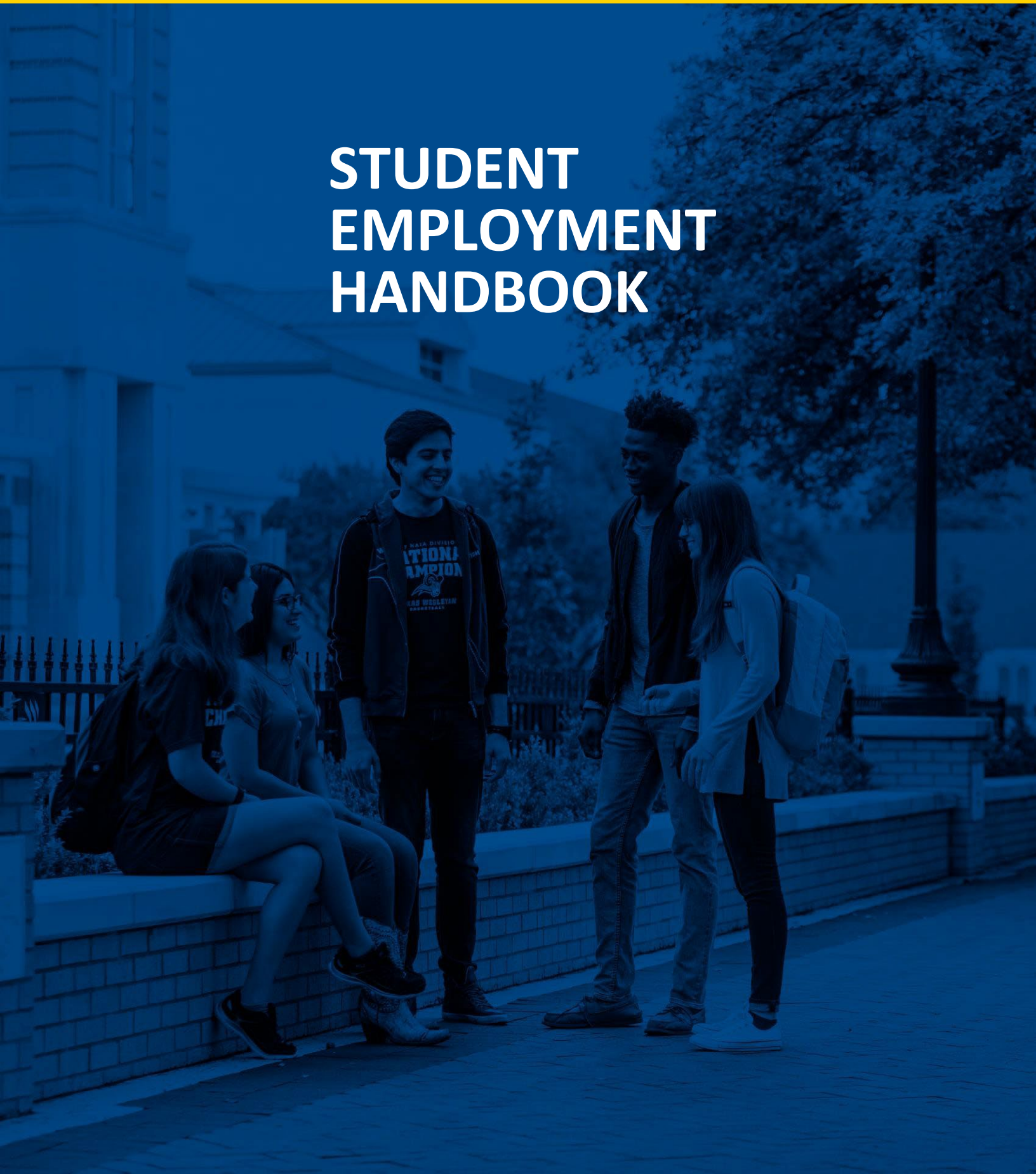




Texas Wesleyan  
UNIVERSITY

# STUDENT EMPLOYMENT HANDBOOK





# *Table of Contents*

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<b>INTRODUCTION</b>	<b>3</b>
<b>TYPES OF EMPLOYMENT</b>	<b>4</b>
FEDERAL WORK STUDY	4
STUDENT ASSISTANT EMPLOYMENT	4
<b>HIRING PAPERWORK</b>	<b>4</b>
BACKGROUND INVESTIGATIONS	4
EMPLOYMENT ELIGIBILITY	4
<b>WORK SCHEDULE</b>	<b>5</b>
<b>PAYROLL INFORMATION</b>	<b>5-6</b>
PAY SCHEDULE	5
DIRECT DEPOSIT	5
<b>TERMS OF STUDENT EMPLOYMENT</b>	<b>5</b>
ABSENCES	5
BREAKS	5
HOLIDAYS	6
<b>CODE OF CONDUCT</b>	<b>7-10</b>
LANGUAGE AND BEHAVIOR	7
DRESS CODE	8
CONFIDENTIALITY	8
CLERY ACT	8
UNIFIED HARASSMENT AND DISCRIMINATION POLICY	8
DEFINITION OF SEXUAL HARASSMENT	9
OTHER FORMS OF HARASSMENT	9
LODGING OF COMPLAINT AGAINST AN EMPLOYEE	9
ALCOHOL, DRUG AND SMOKING POLICY	10
SAFETY	10
TERMINATION AND RESIGNATION POLICY	10
<b>ON CAMPUS PHONE DIRECTORY</b>	<b>11</b>
<b>EMERGENCY CONTACT</b>	<b>11</b>



## *Introduction*

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We are delighted that you have chosen to work as part of the Texas Wesleyan University team. We are pleased to present the following guidelines for maximizing your experience as a student employee. Employment of our students has always been very important to the university's colleges and departments and is a partnership that benefits both you and the department.

Student employment at Texas Wesleyan University has three primary purposes:

1. To provide meaningful financial or course credit assistance so students may further their education;
2. To provide work opportunities and real workplace experience that enhance the educational program through the development of professional skills, responsibilities, habits, attitudes, self-confidence and self-development that will contribute to future success; and,
3. To increase interaction with all staff in your department and the customers we serve in order that you may more readily adjust to university life.

The advantages of student employment in a university setting are evidenced by the many students who have continued their careers with Texas Wesleyan University following graduation.

We wish you a very positive experience as a student employee at Texas Wesleyan University!

For more information or if you have questions, please contact the following:

Financial Aid/Work Study:	Office of Financial Aid 817-531-4420 financialaid@txwes.edu
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Human Resources:	Office of Human Resources 817-531-4403 hr@txwes.edu
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## *Types of Student Employment*

### ***Federal Work Study***

The Federal Work-Study Program is a federal program, administered through the Department of Education, established to provide part-time jobs to undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. Federal Work-Study available to actively enrolled students six or more credits. Federal Work-Study recipients must be eligible to apply for the Free Application for Federal Student Aid (FAFSA) and able to participate in Title IV Programs. Students must provide the supervisor a copy of their award acceptance letter for the appropriate semester/ academic year in order to be hired into the program.

### ***Student Assistant***

If you do not apply for financial aid, apply for financial aid late or do not have financial need, you will only qualify for Student Assistant employment. All International Students will be Student Assistants. Student Assistant is funded 100 percent by the University. Student Assistants must be actively enrolled during the Academic Year. Students do not have to be enrolled in summer courses, but must be enrolled to start the next Academic Year with TXWES in order to stay in the program during the summer semesters. Students will need to inform their supervisors if they are not enrolled in courses during the summer because not being enrolled will remove their Tax-Exempt status.

## *Hiring Paperwork*

### ***Background Investigations***

The University may conduct background investigations, including credit, job references or criminal conviction history for certain job categories of any potential employee for the purpose of determining the suitability of the potential employee to satisfactorily perform the essential functions of the position. If conducted by a third party, background, criminal history or credit checks shall be in full compliance with any applicable regulations contained in the Fair Credit Reporting Act (FCRA). Student employees must be in good standing to be employed. Conduct records and academic integrity statuses are subject to review by hiring manager and Human Resources.

### ***Employment Eligibility***

The University must verify the identity and employment eligibility of anyone to be hired, which includes completing and retaining the Employment Eligibility Verification Form (I-9). New employees must provide the information necessary to complete the I-9 on their first day, but no later than their third day of employment. Failure to provide required information by the third day shall automatically result in the withdrawal of the offer of employment.



## *Work Schedule*

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Hiring supervisors are encouraged to schedule student employees no more than 20 hours per week when classes are in session. Hiring supervisors are responsible for avoiding situations where students are assigned overtime hours. Students cannot be scheduled during active course time. This will allow the student to negotiate their schedule with their hiring supervisors according to their availability. International students are not allowed to work over 20 hours as per their student visas.

## *Payroll Information*

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### *Pay Schedule*

Student employees are paid on a bi-weekly basis (every other Friday). The payroll periods run Sunday through Saturday, with the payday being the second Friday following the end of the payroll period. The scheduled payday may be moved to an earlier day if the scheduled payday falls on a day in which the University is closed. Students are responsible for completing and submitting all time sheets by the due date. All time sheets are currently completed electronically through RamLink.

### *Direct Deposit*

All employees are strongly encouraged to sign up for direct deposit. To complete the direct deposit, please visit RamLink, click on Self-Service.

## *Terms of Student Employment*

### *Absences*

A student employee must notify his or her supervisor in advance if he/she is not going to work their regularly scheduled work hours. In case of illness, the supervisor should be notified as soon as reasonably possible, before the start of the scheduled shift. Supervisors recognize that academics should be a top priority for the students; and the time required to study will be taken into consideration when the student employees are expected to be on time and present during scheduled work hours. Excessive absences, tardiness, leaving work early, long breaks or absence without duly notifying the appropriate supervisor may result in disciplinary action. (See also Termination Policy).

### *Breaks*

The break schedule should be approved in advance by the employee's supervisor, in recognition of the department's needs and schedules. Break periods are not guaranteed. Employees may take their breaks after notifying a colleague in their department to ensure coverage of workstations. Employees should make every effort to take their breaks in a timely manner.



### *Holidays*

The University observes and is closed on the days listed below. Student employees do not work and are not paid for breaks and holidays. Exceptions can be given with prior approval from the Office of Human Resources upon supervisor request. The University's holidays and breaks are as follows:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Spring Break
4. Easter Break Day
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Fall Break
10. Thanksgiving Day
11. Christmas Day
12. Winter Break



## *Code of Conduct*

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### *Language and Behavior*

Student employees are expected to meet general standards of conduct. Including, but not limited to, student employees shall not engage in any of the following conduct:

- i. Indecent or discourteous behavior
- ii. Violent acts or threats of violence
- iii. Dishonesty or disrespectful behavior toward employees, students or guests
- iv. Failure to observe all safety and other rules necessary for the safe operation of the University
- v. Falsification of records, including attendance records
- vi. Unauthorized disclosure of confidential information
- vii. Excessive tardiness or absence, or any absence for three (3) consecutive days without proper notification of a supervisor, as defined elsewhere in this handbook
- viii. Smoking in unauthorized areas
- ix. Soliciting or circulating information on University property without permission. Concerted union organizing activities are allowed during off hours on exterior grounds
- x. Reporting for work under the influence of alcohol or drugs, or possessing illegal drugs or alcohol on University property or at University events
- xi. Abusing University equipment or materials, or misappropriating University funds or other assets
- xii. Using one's position of employment to gain unauthorized access to secure locations
- xiii. Personal use of University property or assets, or removal of University property or assets from University property without authorization
- xiv. Conducting business for personal gain on University property or time, or engaging in a conflict of interest activity
- xv. Possessing unauthorized firearms, explosive materials or other lethal or hazardous materials on campus
- xvi. Conducting oneself in a disorderly, deliberate or reckless manner that causes either actual or potential loss, damage or physical injury to the University, its employees or students
- xvii. Fighting or provoking a fight, or attempting to do bodily harm to another individual while on University property or while on University business
- xviii. Behaving in an insubordinate or disrespectful manner to a supervisor or person in authority
- xix. Interfering with the work duties of another employee
- xx. Stealing or behaving dishonestly
- xxi. Conducting oneself in a sexually harassing or other threatening or harassing manner
- xxii. Failing to cooperate in any authorized University investigation
- xxiii. Inappropriate use of e-mail or the Internet as described by policy
- xxiv. Any act or conduct that is discriminatory in nature toward another person's race, creed, color, national origin, gender, age, religion or disability
- xxv. Sleeping during working hours



### ***Dress Code***

Each department will determine the student employee dress code based on the student's duties. Some areas may require the student to dress more formally than others. In all positions, flip-flops are prohibited. In all positions, a student is expected to dress neatly and in good taste. A student should remember that he or she is a representative of the University and will often cross paths with the public in the course of his or her duties. Some of these individuals may be potential future employers. A student should always strive to project the best image possible for himself and his school.

### ***Confidentiality***

All Texas Wesleyan student employees are knowledgeable about accepted and current professional practice and are responsive to those obligations and limitations imposed on the operation of their program areas by relevant civil and criminal laws, institutional policies, and any contractual commitments. Student employees must ensure that all records including academic and conversations in the work environment should be confidential.

### ***Clery Act***

Harassment and discrimination, including sexual harassment and discrimination, are illegal under federal and state statutes, including but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Texas Commission on Human Rights Act, and is prohibited at Texas Wesleyan University (the "University"). The Annual Security Report can be found online at [www.txwes.edu/security](http://www.txwes.edu/security).

### ***Freedom from Harassment and Discrimination Policy***

The University is committed to providing an environment of academic study and employment free from harassment or discrimination to all segments of its community, that is, its faculty, staff, students (current or former), guests and vendors. It is the responsibility of members of the University community to conduct themselves so that their words or actions cannot be reasonably perceived as harassing, discriminatory, sexually coercive, abusive or exploitive, or as interfering with any other individual's ability to study or work productively at the University.

Furthermore, the University strictly forbids retaliation by any member of the University community against anyone who brings a charge of discrimination, sexual harassment or any other form of harassment. Once the University has knowledge of conduct or behavior that could be reasonably construed as harassment or discrimination, action under this policy must be initiated and followed to its conclusion.





### ***Definition of Sexual Harassment***

Sexual harassment is any unwelcome sexual advance, request for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

1. Submission to, or rejection of, such conduct is used as the basis for employment or academic decisions or is made a term or condition of employment or academic success; or
2. Such conduct has the purpose or effect of unreasonably interfering with one's work or academic performance by creating an intimidating, hostile or offensive work or academic environment.

### ***Other Forms of Harassment***

1. Any verbal, physical or visual act or conduct which denigrates, threatens or shows hostility toward any individual or group because of a protected status, and which has the purpose or effect of unreasonably interfering with one's work or academic performance by creating an intimidating, hostile or offensive work or academic environment.
2. Any threat or act of violence.
3. Such harassment may be based on, but is not limited to, race, color, national origin, ethnicity, gender, age, religion, disability, sexual orientation or other legally-protected status.

### ***Definition of Discrimination***

Any act or conduct that is prejudicial toward another person's race, color, national origin, ethnicity, gender, age, religion, disability, sexual orientation or other legally-protected status. Refer to page 89 of the Undergraduate Catalog for more information on "Unified Harassment and Discrimination Policy."

### ***Lodging of Complaint against an Employee***

Persons who have complaints alleging harassment or discrimination against an employee are encouraged to raise them either orally or in writing to the head of the Student Employment Program, Associate Vice President for Human Resources, a supervisor, the department head, Dean, Divisional Vice President or the Provost.



## *Alcohol, Drug and Smoking Policy / Termination / Resignation*

The University prohibits the possession, use or distribution of alcohol on campus with the exception of the President's suite, Trustee Conference Room, East Room of the West Library, and other campus locations as authorized by the University President.

The use of alcohol will not, under any circumstance, be accepted as an excuse for irresponsible behavior such as the making of excessive noise, vandalism, violence, etc.

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all Texas Wesleyan University properties.

The use, possession, presence, sale, and/or distribution of illegal drugs (those specified as illegal by federal, state and local laws) and/or drug paraphernalia on and off campus will lead to disciplinary action and/or criminal action.

### ***Safety***

Texas Wesleyan University is committed to providing a safe and healthful environment for student workers. It is the University's policy that all student employees work in a safe manner. Any unsafe work, practice or condition on any University property shall be reported promptly to the hiring supervisor, Campus Security or Human Resources. The numbers of Campus Security and Human Resources are found under the On-Campus Phone Directories section.

### ***Termination Policy***

Supervisors should, in most cases, provide verbal warnings and a progressive disciplinary action forms before releasing a student from employment. Serious violations, however, may result in immediate termination. Student employees may be terminated for theft, falsification of timesheets, and violation of policy, general misconduct on the job or unsatisfactory job performance.

### ***Resignation Policy***

All student employees who resign voluntarily will need to provide their supervisors a resignation correspondence. This is usually in the form of a letter or email. This is the final step of the program. Anyone who needs assistance can contact Career Services or Human Resources.



## *On Campus Phone Directories*

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1. Campus Facilities	817-531-4454
2. Campus Security	817-531-4911
3. Career Services	817-531-6512
4. Communications Office	817-531-5812
5. Financial Aid	817-531-4420
6. Human Resources	817-531-4403
7. Information Technology	817-531-4428
8. Mailroom & Copy Services	817-531-4409
9. Media Services	817-531-4428
10. Student Life	817-531-4872
11. West Library	817-531-4800

\*If already on-campus only dial extension (last 4 digits)

## *Emergency Contacts*

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1. Campus Security	817-531-4911
2. Baylor/All-Saints Hospital	817-926-2544
3. John Peter Smith Hospital	817-702-3431
4. Poison Control	1-800-222-1222
5. Texas Health Harris Methodist Hospital	817-250-2000
6. University Health Center	817-531-4948

Note: The Fort Worth Police Department will contact campus security immediately if they receive a call about a security issue on campus. Your first call is always to 911.

For more information on campus safety and emergency procedure go to [www.txwes.edu/security/emergency](http://www.txwes.edu/security/emergency) or ask your hiring supervisor to show you where the Emergency Flip Chart is located in your department.

## *Director for Title IX and ADA Compliance*

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1. Francynne Maynard	817-531-4890
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## *Campus Conduct Hotline*

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1-866-943-5787



By signing below I, \_\_\_\_\_, acknowledge receipt of the Student Employee Handbook which contains important information about working as an employee at Texas Wesleyan University. Additionally, I understand and acknowledge that the comprehensive Texas Wesleyan University Employee Handbook is located on the website.

I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resource Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_