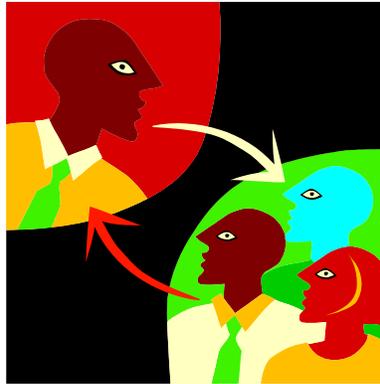


McKendree University



Student Employment Handbook

2020-21

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Welcome to the Student Work Program. As a student worker, there is a need to become familiar with the policies and procedures of McKendree University. The knowledge gained as a student employee will be very valuable after graduating and for pursuing a career. Specific questions not addressed in this handbook should be directed to the Office of Financial Aid (OFA), (618) 537-6828.

McKendree University is an EEO/ADA employer. McKendree University's mission is to provide for individual growth through academic excellence and active partnership with students and the community. The Student Work Program supports this mission in three ways:

1. Provides part-time limited employment for students, helping reduce the financial barriers to higher education.
2. Provides a real life learning experience for students, encouraging them to be self-directed in the lifelong learning process.
3. Provides an effective support service to the college at a reasonable cost, contributing to the effective accomplishment of the goals of the university.

STUDENT WORKER RESPONSIBILITIES

It is the student's responsibility to:

1. Meet enrollment requirements;
2. Maintain satisfactory academic progress toward a degree, as defined in the Satisfactory Academic Progress guidelines;
3. Perform assigned duties, as established by the supervisor;
4. Give notice, as defined by supervisor, if time off work is needed;
5. Provide the supervisor with at least a one week notice when terminating employment.

It is required that student workers complete the Free Application for Federal Student Aid (FAFSA), an application for student financial assistance, to determine eligibility for the Federal Work Study Program.

Institutional Work Study is awarded at the discretion of McKendree University.

STUDENT ANNUAL EMPLOYMENT PROCESS

In order to begin work, students **must** complete each item.

1. I-9 form with proper documentation
2. Illinois W-4
3. Federal W-4
4. Work Study Payroll Form- obtained at the Payroll Office after all payroll paperwork has been completed. This form must be turned in to the supervisor.

These items must be completed before the student begins work.



ENROLLMENT REQUIREMENTS

A student must be enrolled in at least 12 hours for the Fall and/or Spring Term to be eligible for the Student Work Program.



WAGES AND HOURS



1. The wage rate for all student workers is the current Federal or State minimum wage, whichever is higher. It is currently \$10.00 per hour.
2. The maximum number of hours a student may work is 15 hours per week, when school is in session, and 40 hours per week during the summer. Your supervisor maintains the authority to reduce your hours due to variances in workload or departmental budget constraints.
3. FICA and Medicare will not be deducted from student employee's paychecks during the school year, but will be deducted during the summer semester. The University pays workers' compensation insurance premiums for student workers and they are covered by this program. All work-related injuries should be reported immediately to the Administration and Finance Office. Student workers are not covered by the State of Illinois Unemployment Insurance Act.
4. Federal Insurance Contributions Act (FICA) tax is the allocation from an employee's paycheck that is contributed towards social security benefits and Medicare during the summer semester. It is matched by the employer and becomes part of the employee future social security benefits.
5. A student employed under the Work Study Program will only be allowed to earn up to his/her Work Study award. A student can determine total hours available to work by dividing the Work Study award by the current minimum wage divided by weeks of possible employment.
6. A student is not permitted to work overtime.

BREAKS

A student is entitled to receive one paid 15-minute break for each consecutive four-hour shift.

A student who is scheduled to work at least 7 ½ consecutive hours must be given at least a 30-minute meal period within five hours after the start of the work period and the break must be shown on their time sheet.

PAYCHECKS

Student pay is issued on the workday nearest the 15th and the last business day of the month. Students have a choice to either have their pay deposited in their student account or to their selected payroll preference with BankMobile.



TIME SHEETS



A time sheet will need to be completed by the student for each pay period. The dates and hours worked should be recorded daily. At the end of the pay period, the time sheet will be forwarded to the supervisor for review and signature. The supervisor or McKendree regular employee will then present the approved time sheet to the Payroll Office. Signed time sheets must be submitted to the Payroll Office on the 5th and 20th of each month prior to 10:00 a.m. Time sheets submitted late or containing errors can prevent disbursement of a paycheck. Check for accuracy and meet all deadlines.

The time sheet must include student's name, signature, school ID number and supervisor's signature.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID RECIPIENTS AND STUDENT WORKERS

Students with Federal or Institutional Work Study must maintain satisfactory academic progress as described in the "Satisfactory Academic Progress" policy available in the OFA. Contact the McKendree University OFA or visit the McKendree website for the written policy.

INTERNATIONAL STUDENT WORK

International students and their future employers **must** contact Brent Reeves at (618) 537-6938 to see if they are eligible to work in the United States and to ensure proper employment documentation is obtained. **This is MANDATORY.**

LEAVE OF ABSENCE

A reasonable request for a short leave of absence without pay for business or personal reasons will be evaluated on an individual basis by the immediate supervisor. The supervisor will evaluate the request considering the following factors as fairly as possible.

1. Length of service
2. Reason for request
3. Performance of individual
4. Staffing needs of department
5. Number of absences granted

An extended leave of absence for illness may be granted, subject to the discretion of the supervisor.

TERMINATIONS

Any student wishing to resign should notify their supervisor, preferably in writing, at least one week in advance of their last workday.

Supervisors have the authority to terminate any student who does not meet:

1. Enrollment requirements
2. Satisfactory Academic Progress requirements
3. Work assignment requirements, including attendance

NOTE: A student who fails to maintain the required number of credit hours, has ceased to be enrolled, or fails to meet Satisfactory Academic Progress requirements will be subject to immediate termination.

GRIEVANCE PROCEDURES

1. Any student who feels they were not treated fairly may present in writing, to their supervisor, a statement concerning their position. If, after consultation with the supervisor, the problem is not resolved, the student may present a written statement to the Director of Financial Aid within seven days from the conference with the supervisor. The Director will review the incident and attempt to assist the student in resolving the problem or in obtaining other employment.
2. Any student who feels they are being mistreated on the job may contact the Director of Financial Aid.