

LA SIERRA UNIVERSITY

**STUDENT  
EMPLOYMENT  
SUPERVISOR'S  
HANDBOOK**

*Helping Students Learn While Working*

We believe that YOU are one of the most valuable resources for students on campus to learn *World of Work* skills and grow professionally. When it comes down to it, you may have more contact with your student employees each week than any other professional at the University, and we want to make sure you have everything you need to make the job experience meaningful to both your department and the student.

The following handbook will provide you with useful information about hiring and employing student workers at La Sierra University, as well as important policies regarding student employees, and links to additional online forms and resources.

Research shows that students who work on campus are more engaged, which is directly linked to higher completion rates. For questions not answered in this guide, please contact the Student Employment Coordinator.

Thank you!

Sincerely,

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**SECTION I**

**Introduction**

The office of Human Resources in collaboration with the Payroll Office, directs the employment and payroll function for all La Sierra University graduate and undergraduate students. The

Office of Human Resources is dedicated to bringing the best service to the Student Employment Program by offering students the opportunity of gaining working experience. The student employment program helps carry out the daily operations of the institution, while ensuring compliance with federal, state, and university regulations and policies.

## **Mission Statement**

Student Employment at La Sierra University is designed to further students in their personal and educational experiences. Student jobs offered by the University are not only designed to prepare students for life, but also to create Christian leaders. Through the campus work experience, students will learn to provide quality service, and develop essential job skills.

## **Vision Statement**

Student Employment serves three core constituencies in the following order:

1. Students
2. Departments
3. Community Partners

The HR Office is committed to assisting student's develop as employees. In doing so, students reap the benefits of professionalism and marketability as they prepare for their career upon graduation.

## **Definition of a Student Employee**

- A student employee is one who is primarily pursuing an educational goal at La Sierra University. Student employees must be enrolled in classes in order to work on campus.
- Students may not perform any work or subsequently be paid for work performed before all steps in the hiring process have been completed.
- Student employment terminates upon withdrawal or graduation from La Sierra University.

## **Why Students Work on Campus**

- For new student employees to the University, working on campus helps develop a sense of community and belonging. Students who feel a part of their university tend to do better scholastically and remain at the university to degree completion.
- Students with employment history will establish a work record and learn fundamental skills of employment such as punctuality, time management, communication and cooperation.
- Student employees gain preparation for the world of work through the processes of interviewing, hiring, training, supervision, relating to coworkers and the public, meeting expectations, and goal achievement.
- Working on campus can provide a student with experience directly related to their field of study.

## **Student Employment Eligibility**

A student employee is a part-time employee who is concurrently enrolled at La Sierra University, with the primary purpose of achieving a degree within an academic program. Student employees are not eligible to receive benefits such as vacation pay.

For summer employment, if student is not currently enrolled, they will need to be enrolled for Fall Quarter.

## **The responsibility of finding a job rests with the student.**

## **SECTION II – Getting Ready to Hire**

### **Equal Opportunity Employer**

As a supervisor, you should fully understand that equal opportunity employment is the law. This law prohibits discrimination on the basis of race, religion, color, national or ethnic origin, age, sex (including sexual harassment and sexual violence), sexual orientation, marital status, citizenship status, disability genetic information, or status in the uniformed services of the United States (including veteran status). In accordance with these laws, the University also prohibits retaliation against anyone who has complained about discrimination, discrimination-related harassment or otherwise exercised rights guaranteed by these laws.

Equal opportunity employment applies to all terms and conditions of employment, including, but not limited to, hiring, classification, promotion or transfer, discipline, discharge, layoff, compensation, job training and benefits. The University supports the recruitment, employment and advancement of women, minorities, individuals with disabilities, disabled veterans and veterans of the Vietnam era for all positions that they are qualified to perform.

The University reserves constitution and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in admissions and employment, including but not limited to 42 USC 2000e-1, 2000e-2, 6-15 of Federal Executive order 11246: 41 CFR 60-1.5(5); 34 CFR 86.21, 86.31, 86.40, and 86.57 (b); California Government Code sections 12926(c); and Title 2, Section 7286.5(a) (5) and title 22 Section 98222 of the California Administrative Code. The University believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement with or infringements on the religious teachings and expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-day Adventist Church. The University claims exemptions from the provisions of the Title IX set forth in CFR Sections 86.21, 86.31, 86.40, and 86.57(b) insofar as they conflict with Church teachings and practices of morality, deportment and appearance.

### **Determining Your Office Needs**

- A few things to consider when determining your office needs. Remember that a student employee's first responsibility is to his/her academic pursuits. You will need to be flexible to the student's academic schedule and responsibilities, as this will dictate their availability to work.
- A student employee should never be used to replace a full-time position.
- Determine the resources available to hire student employees. You may be better off hiring two or more students working 7-12 hours each week than one student work 20 hours each week.

The best approach to estimate how many students you will need, is to determine the duties you want them to perform, and the number of hours it will take to complete each task. For example: if it would take the equivalent of one full-time (40 hours/week) employee to complete a task, consider hiring three part-time employees.

### **Types of On-Campus Jobs**

There are two different types of on-campus employment at La Sierra University for students: Federal Work Study positions and Department funded positions (non-work study). Both of

these type of on-campus student employment involve students assisting departments with their operational needs. The only difference between the two is the funding source and student eligibility.

### **Federal Work Study Positions**

Federal Work Study (FWS) is a federal-funded financial aid program awarded to students based on their eligibility determined by the Free Application for Federal Student Aid (FAFSA) along with other financial aid criteria. Funding for this program is limited. Students are awarded a specific amount when hired, and the federal government subsidizes the wages to the employer. This means that La Sierra University pays a portion of the wages and FWS pays the remaining portion. Students are informed of their FWS eligibility each summer, and can apply for open work study job openings in order to be hired. The receipt of a financial aid award does not guarantee a job.

### **Department Funded Positions**

Students without federal funding can find jobs in many of the same departments as Federal Work Study students. La Sierra University departments pay in full for these students' wages, and the conditions of employment are the same as with work study. All La Sierra University students are eligible to apply for these positions, regardless of financial need.

### **International Students**

Employment options for international students are limited but available. In general, students in F-1 visa status are eligible to work on campus on a part-time basis (up to 20 hours per week). Please note that the 20 hours per week limit is inclusive of all employment. For example, if a student works 15 hours a week in one job, they may only work 5 hours a week in their second job.

In order to be employed and receive compensation, a student must first obtain a social security number. International students are also required to file an individual income tax return.

Non-immigrant students in F-1 status are eligible to work at the school they are attending and which issued them their SEVIS I-20 (F-1) Form. On-campus employment includes all on campus jobs, assistantships, and fellowships. In order for a student to be considered eligible for on-campus employment, s/he must be enrolled as a full-time student and must be in lawful F-1 student status.

On-campus employment is limited to no more than 20 hours per week during the academic year i.e. when school is in session. This limit of no more than 20 hours per week includes all types of employment. Students who are maintaining their status are eligible to work full-time during holidays and annual vacation periods, provided they intend to register for the next academic session.

Eligibility for on-campus employment is in effect ONLY as long as the student is maintaining lawful non-immigrant F-1 student status (refer to Rules for Maintaining Lawful F-1 Status in the United States). If they violate their status, they make themselves ineligible for on-campus employment, because on-campus employment is a benefit granted only to those students who maintain lawful status.

If they were to violate their status and continue working on-campus, they would be engaging in illegal employment, and would potentially risk deportation. They would also jeopardize their eligibility for any future benefits from the U.S Citizenship and Immigration Services (USCIS), such as "practical training", "academic training", and/or adjustment to another non-immigrant status.



**NOTE:**

- A student who has completed all requirements for his/her degree is no longer eligible for on-campus employment. A student may only begin or continue on-campus employment provided he/she intends to enroll for the next regular academic term at the school which issued his/her SEVIS I-20.
- Students in F-1 non-immigrant student status are NOT ELIGIBLE for any positions under the federal work-study program.

**Helpful Hints:**

International Students are eligible to work on-campus provided they are enrolled full-time.

- Student may work more than 20 hours per week only during official school breaks.
- International Students may have more than one job, but the total number of hours worked per week must not exceed 20 hours (this includes stipend positions).

Status	Credit Hours Per Quarter
Undergraduate	12
Graduate	8
Work Hour Limits	Up to 20 hours per week while school is in session

**Creating a Job Posting/Requisition**

As with every position on campus, the hiring process for a student employee position starts with a job description. If you do not already have a job description, use the Job Description Worksheet (sample is included on page 45). This worksheet is designed to help you outline the job for posting and hiring. Please note that the Job Description and the Job Posting are two separate things.

Job Descriptions are kept on file for informational and federal auditing purposes. All work study positions are required to have an up to date job description. We encourage supervisors to review and update their work study job descriptions annually.

**On-Campus Postings**

We are excited to announce a new online application and employment site, hosted by SilkRoad Technology. It's a more efficient way to apply to La Sierra University. Posting student positions on the new site allows all La Sierra University students to have access to your positions. Students and you can access the site 24 hours a day/7 days a week.

**Benefits Include:**

- Increased accessibility to the application and its status by both the job seeker and hiring department.
- Immediate ability to view applications and resumes by the hiring department and

Human Resources.

- Ability to track status of applications.
- Applicants can receive email updates about their application.
- Ability to add job specific qualifiers or disqualifiers to make the selection process easier.
- Applicants can make a password-protected user account they can maintain and update.
- Applicants can search and apply for positions anytime. Resumes, cover letters and samples of work can easily be attached.
- Less use of paper and other resources.

## Posting Your Student Positions

1. Log into the applicant tracking site at: <https://lasierra-openhire.silkroad.com>. You can also access the site through the Employee Resources pages on the HR Website at <http://lasierra.edu/hr/> and click



2. From the Navigation bar on the left click **Manage Requisitions** to access the Job Requisition screen. Click **Add**.
3. Enter information for the requisition, review and approval. Be sure to enter information in the required fields.
4. **Unclick Review in Sequence** so that all approvers can be emailed at the same time.
5. Student position approvers are as follows:
  - Reviewer #1 - Chair/Director
  - Reviewer #2 - Desiree Noah - [dfnoah@lasierra.edu](mailto:dfnoah@lasierra.edu)

**Note:** Approvers will receive an email with the posting information, please scroll to the bottom of the email and either click "APPROVE" or "I Do NOT APPROVE."

If you will need more than one person to access the application/resumes, you will need to let Desiree Noah know so that a folder can be set up for the position.

## Managing Candidates from the Job Tracking Screen

1. From the Navigation bar under Job Postings, click **Track All Jobs**.
2. Next to the job you want to track, click the number in the Resume column.

Recruiter: Esther Kinzer

Job Title Company Location	Resumes	Hot Match	Reviews Requested (Completed)	Interviews Requested (Completed)	Hiring Manager	Job Status	Post Date & No. Days Old	Farthest Stage	Workflow	Recruiting Manager
• Data Lead Manager 55-723 La Sierra University - LSU	0	0	0 (0)	0 (0)	Esther Kinzer	Normal - Int./Ext. Applicants	11/11/2013 2		Default Workflow	Desiree Noah
• Student Financial Services Counselor/Officer 57-723 La Sierra University - LSU	10	0	8 (0)	0 (0)	Esther Kinzer	Normal - Int./Ext. Applicants	11/11/2013 2	Resume Rec'd	Default Workflow	Desiree Noah



Resumes

[ Return ]

Take Action: [ Change Hiring Stage ] [ Change Job Association ] [ Perform Recruiting Activity ]

10 Candidate(s) for the Student Financial Services Counselor/Officer (57-723) position

Displaying 1 to 10 out of 10 records.

Job Score	Candidate, Location, Source	Enter Date, Last Modified	Current Stage	Evaluation / Fail Flag	Disposition	Qualified
20%	Celia Brooks Moreno Valley, California United States	11/12/2013 11/12/2013, 5:26 PM	Job Applicant	0.62 / Yes	Not Defined	Not Defined
18%	ROXANN B SANTOS Corona, California United States	11/12/2013 11/12/2013, 4:43 PM	Job Applicant	0.67 / Yes	Not Defined	No
52%	Amada Beltran Whittier, California United States	11/12/2013 11/12/2013, 4:44 PM	Resume Review	0.62 / Yes	Not Defined	Yes
30%	Sheloma Myrick Moreno Valley, California United States	11/12/2013 11/12/2013, 4:45 PM	Resume Review	0.36 / Yes	Not Defined	Not Defined
10%	Joel K. Patten Upland, California United States	11/12/2013 11/12/2013, 4:45 PM	Resume Review	0.62 / Yes	Not Defined	Not Defined

3. The results are displayed on the screen. Each candidate record contains the following information (if available):

**Job Score** – displays a percentile value based on conceptual content comparison of the candidate resume and the job posting. A higher percent score indicates a closer match between the candidate and the posted job.

**Candidate, Location, Source** – displays the full name of the candidate, the City/State/Country of residence as well as the source of their resume. Clicking on the name of the candidate will display his/her individual record.

**Enter Date, Last Modified** – displays the date the candidate was entered into OpenHire and when the last update was made to the candidate record.

**Current Stage** – displays the candidate’s status based on the hiring stages. The Recruiter is responsible for updating the status of the candidate.

**Evaluation/Fail Flag** – displays the candidate’s CQE (Candidate Qualification Engine) score as a decimal. The maximum score for any candidate is 1.00 (or 100%). The evaluation column is calculated as Total # points candidate received/Total # points available. The fail flag column indicates a fail response to a flagged question.

**Disposition:** If a candidate has not been hired for a position, the disposition value is used to indicate why a candidate has been rejected for future reporting purposes. These values are assigned by Recruiters.

**Qualified:** In order to support the needs of reporting to the U.S. Department of Labor, Recruiters can indicate if an applicant is qualified or not qualified for the position they are associated with.

**Note:** The list of resumes can be sorted by clicking on any of the column headings. Clicking on a column heading once will sort the list. Clicking a second time will sort the list in reverse order.

## The Candidate Profile Screen

Clicking on an individual candidate name will take you to the Candidate Record. From here you can view specific information about the candidate.

Candidate Resume Profile

Results Page 5 of 5

Job Score	Qualified	Source	Recruiter	Default Workflow
2%	Yes No	College/Campus Recruiting	Desire, Noah	

What would you like to do with this Candidate?

----- Select an Action -----

- Select an Action
- Add Comment
- Request a Review
- Schedule an Interview
- Correspond with candidate
- Create New Profile
- Change Job
- Employee Profile
- EEQ/AA Profile
- Evaluation Ranking
- Create Rejection Letter
- Set Reminder
- Print Profile
- Download this Profile
- Send To Folder
- Delete this Profile

Candidate: **Conrad Noah**

[Edit/View](#)

Riverside, California 92505  
United States

Primary Phone (951)

Primary Contact

Tracked For: [America Reads/America Counts](#)

Preliminary Stages

- Captured Online
- Job Applicant
- Captured Offline
- Hiring Stages
- Resume Review
- Interviewing
- Re-employment
- Select a stage to move candidate.

Summary Resume / CV Attachments eForms Evaluations Activity Status History



There are many things that you can do with a candidate within their profile, simply click on the drop down arrow next to ***What Would You Like To Do With This Candidate?*** Here you can add a comment to the individual's profile, request a resume review and correspond with the candidate.

The three most important tabs within the profile will be the **Attachments, eForms and Evaluation:**

The **Attachment** section will be where you will find the resume and anything else that is attached to the profile such as clerical test scores and recommendation letters.

The **eForms** section is the application. You will be able to download the La Sierra University application that the applicant has filled out.

**Evaluations** will be where you can find the answers to any pre-qualifying questions that you might have asked such as class standing, major and so forth.

The **History** is anything that has been done within the system to the candidate profile, emails that have been sent and so forth.

## **Choosing Candidates to Interview**

Interviews are an important step in a student's progress towards becoming a confident and able participant in the world of work. For the student, the job search and application process provide valuable experience. A large measure of confidence can result from a job interview and the discussion of the student's qualifications and skills.

The main purpose of the interview is to determine if the student is capable of meeting the supervisor's employment needs. It also allows the student the opportunity to determine if he feels qualified and comfortable with the position. During the interview, both the employer and student must come to some understanding of the expectations and style of the other. Information can be gained that is both vital to placing students in the appropriate position and beneficial in determining their future training and supervisory needs.

If you are interested in interviewing a student, please contact him or her directly to schedule a time. It is suggested that you keep a worksheet for each candidate so that you are able to compare answers and choose the best candidate for your position. Make sure to ask the same set of questions of each candidate.

Please interview candidates until you find a student who you feel will be a good fit for the job. Do not feel compelled to make a decision during the interview. Tell the student that you are interviewing a number of candidates.

### **Interview Tips:**

- Know the job description.
- Structure the interview to the tasks and responsibilities of the job. Ask the necessary questions to verify that the student has the qualifications needed. The more familiar the supervisor is with the description, the more useful the interview will be in selecting an individual.

- Try to create a conversational atmosphere.
- Explain the useful and necessary role of the student in the department - emphasize that the position is an integral part of the staff.
- Be sure the student understands the department's hiring process. It is important for the supervisor to notify the student regarding his/her status concerning the position.
- Develop a list of interview questions in advance. Ask questions that are job-related, behavior-based, and open-ended to get the most information from each applicant. Ask each applicant the same questions in order to evaluate each applicant consistently.

Below is a list of possible interview questions:

### Logistical Interview Questions

- How many hours per week do you want/are you available to work?
- Are you available to work any additional hours or hours outside the regular schedule?
- Would you be available to work during breaks/vacations?
- Do you have other commitments that would affect your ability to do this job?
- Are you able to perform the essential functions of the job (with reasonable accommodations)?

### Behavior-Based Interview Questions

- What major problem have you encountered in the past and how did you deal with it?
- What positive qualities have you displayed in your present/previous position?
- What were some of the shortcomings you exhibited in your last position?
- Give me an example of a suggestion/decision you made that benefited your employer.
- Give me an example you had difficulty communicating with someone and how you helped resolve it.

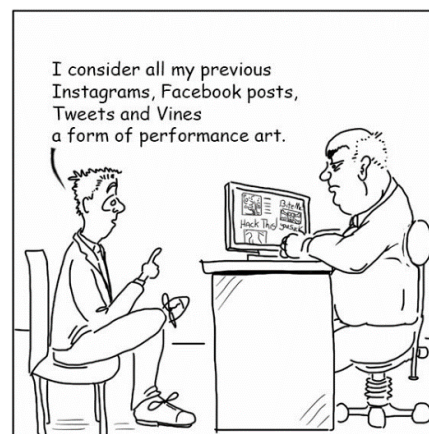
### Open-Ended Interview Questions

- How would you/a professor/a previous employer describe you?
- What are your career plans? How do you see this position enhancing your preparation?
- How is your college experience helping you prepare for your career?
- What award/honor have you received that you are most proud of?
- Why are you interested in this position?
- What do you know about our office/department?
- What did you learn in your last/any previous position?
- Describe the relationship that should exist between Supervisor and employee.
- If you were hiring for this position, what qualities would you look for?
- Why should I hire you?

### Questions you CANNOT ask

Questions regarding the subjects below are not allowed to be asked during an interview because they can be considered discriminatory:

- Race
- Color
- Sex
- Religion
- National Origin



- Birthplace
- Age
- Disability
- Marital/Family status

## **After the Interview**

- Assess applicant potential – definitely hire, hire, maybe, probably not, do not hire.
- Rank applicants.
- Make an offer.
- Follow-up with all applicants (or HR can do this for you).

## **Hiring a New Student Worker: Required Paperwork**

You are now ready to hire the student worker whom you have selected to fill the job vacancy.

The University is required by law to complete proper documentation before an employee may begin his/her services. This paperwork is part of the employment procedures and documentation required by the government and the HR Office. The department must complete and submit a Student Employment Authorization form to the HR Office in order for the student to begin working.

The HR Office has developed a system to initiate employment as quickly as possible. The following is a list of requirements for employment:

- Student Employment Authorization Form
- The W-4 Form
- Form I-9
- Direct Deposit (Optional)
- Clearance to Work Form

**Do not assume that the student has completed all of their paperwork.** Unless a Clearance to Work Form is turned in to you, the student is not cleared to work and should not be working for you.

## **Taxes and the W-4**

The W-4 form asks the student to write down how many allowances he/she wants to claim (if any) and his/her marital status. He/she may elect to claim exemption from withholding. If this is the case, the employee must file a W-4 form each year by February 15. If the employee does not give the HR Office a new W-4 form, the HR Office will withhold taxes as if the employee is single with zero withholding allowances.

Student employment wages are subject to applicable federal and state income taxes. Student wages are exempt from Social Security, Medicare, and State Disability Insurance (FICA) during academic terms. During academic breaks lasting longer than five weeks (summer break), student employees must pay the employee portion of the FICA taxes. (An academic break is defined as a period of time between academic terms when a student is not attending classes). Any student employee registered less than full-time at the University may be subject

to Social Security and Medicare tax withholdings.

## Benefits

Student employees are not eligible for benefits such as health care, tuition remission, paid vacation leave, or retirement.

## Taxes on International Students

In general, F-1 students who have been in the United States less than five years are exempt from Social Security (FICA) taxes. The student's earnings are subject to applicable federal, state and local taxes.

All F-1 students are subject and must abide by these federal laws dealing with the W-4 form:

- 1) They can complete a W-4 form that has been prepared for them, with the appropriate exemptions relating to their status.
- 2) They cannot claim exemption from income tax withholding.

All international students in F-1 non-immigrant status are responsible for filing an income tax return each year, even if they have no U.S. source of income.

Tax forms and additional instruction can be found on the IRS website at [www.irs.gov](http://www.irs.gov) or go to the Office of International Students for forms and instructions.

## Hiring a Former Student Worker

If you are hiring a student who has worked previously in an on-campus job at La Sierra University and has completed the New Hire paperwork within the past 12 months, the hiring supervisor only needs to complete and submit the Student Employment Authorization (SEA) Form.

If more than a year has passed since the student was employed in an on-campus job at La Sierra University, then the instructions under "Hiring a New Student Worker" apply.

## Student Employment Pay Rates

Pay rates are the same for both work-study and non-work-study student employees. For 2016 the rates are as follows:

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40
2	\$10.50	\$10.60	\$10.70	\$10.80	\$10.90
3	\$11.00	\$11.10	\$11.20	\$11.30	\$11.40
4	\$11.50	\$11.60	\$11.70	\$11.80	\$11.90
5	\$12.00	\$12.10	\$12.20	\$12.30	\$12.40



6	\$12.50	\$12.60	\$12.70	\$12.80	\$12.90
7	\$13.00	\$13.10	\$13.20	\$13.30	\$13.40
8	\$13.50	\$13.60	\$13.70	\$13.80	\$13.90
9	\$14.00	\$14.10	\$14.20	\$14.30	\$14.40
10	\$14.50	\$14.60	\$14.70	\$14.80	\$14.90
11	\$15.00	\$15.10	\$15.20	\$15.30	\$15.40
12	\$15.50	\$15.60	\$15.70	\$15.80	\$15.90
13	\$16.00	\$16.10	\$16.20	\$16.30	\$16.40
14	\$16.50	\$16.60	\$16.70	\$16.80	\$16.90
15	\$17.00				

**NOTE: Pay Level 4/Grades 10 – 15 positions require prior approval from either the Dean or VP of the department.**

**Pay Level 1/Grades 1 – 2**

**\$10.00 - \$11.90**

Entry level positions requiring basic skills attained through on the job training. No previous work experience or coursework required. Responsibilities may require the application of basic organizational or technical knowledge, operation of simple equipment or performing routine tasks. Very little independent decision making with regular supervision.

**Pay Level 2/Grades 2 – 4**

**\$10.50 - \$11.90**

Requires basic skills acquired through some previous work experience, training and/or completion of related coursework. Responsibilities may require the application of basic organizational and/or more technical knowledge, operation and accountability for more complex equipment or performing routine tasks. Some independent decision making.

**Pay Level 3/Grades 5 – 9**

**\$12.00 - \$14.40**

Moderately developed specific skills, significant work experience and/or completion of related upper-level coursework required. Previous work experience at a lower level within the same department or functional area may be required. These positions may involve supervision, training, and/or tutoring of others.

**Pay Level 4/Grades 10 – 15**

**\$14.50 - \$17.00**

In addition to the qualifications and scope of work associated with Level 3, these positions require an individual who possesses substantial experience, advanced technical knowledge, and previous training or certification. The student may be expected to manage research, analysis, publication, instruction, or other special projects or activities of significant scope.

The following are *suggested* pay levels for the corresponding student positions.

**I. Student Employment Classifications**



**Academic Assistant I/Grader  
Pay Level 1/Pay Level 2**

Performs general academic functions in support of a specific course, professor or department. Duties typically include: assisting with preparation, distribution, collection of test materials; applying a template for grading; review of short answer or essay responses for accuracy or completeness; assisting a professor with course preparations, instructional materials, recording of grades. Moderate or limited supervision is provided.

**Academic Assistant II  
Pay Level 3/Pay Level 4**

Performs academic assistant functions in support of a specific professor, course or section. Duties may include: conducting lab or work group sessions focused on the review or application of course materials; delivering portions of lectures; assessing performance or progress. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties.

**Clerical Assistant I – General  
Pay Level 1**

Performs general office support functions. Duties typically include: providing general information; responding to routine inquiries; operating basic office machinery; answering phones; making appointments; filing, maintaining records, making deliveries or errands. On-site training and supervision are continuously provided.

**Clerical Assistant II – Specialized  
Pay Level 2**

Performs office support functions that require training, skill or experience. Duties typically include: providing specific information; drafting replies to inquiries; accounting and related business process tasks; data entry, typing, and use of standard office software programs or other systems (in addition to duties listed for Clerical Assistant I). Moderate or limited supervision is provided.

**Clerical Assistant III – Advanced  
Pay Level 3**

Performs administrative support functions that require substantial organizational and managerial skills and experience. Duties typically include: providing advanced administrative support for a unit, department or project, combining duties listed for Clerical Assistant II with demonstrated ability to utilize independent judgment and perform decision making on an administrative level. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties.

**Driver  
Pay Level 2**

Operates motorized vehicle for delivery and/or to escort passengers. Duties include checking the condition and reporting the need for service of the vehicle operated. Requires a valid driver's license and a good driving record, the ability to read and navigate from a street map, and a general knowledge of the local area. Moderate or limited supervision is provided.

**Food Service Assistant I  
Pay Level 1**

Provides food service preparation support. Supervision continuously provided.

**Food Service Assistant II**

**Pay Level 2**

Provides experienced food service preparation support. Cleans equipment, utensils and counter tops, gathers stock, and ensures proper food storage. Previous training, knowledge and/or experience required, advanced cooking skills, and ability to train other students.

**Grounds Assistant I****Pay Level 1**

Cultivates, weeds, waters and fertilizes plants. Maintains University outdoor areas including grounds, roads, sidewalks and other paved or unpaved areas.

**Grounds Assistant II****Pay Level 2**

Waters, weeds and fertilizes plants; prepares soil mixtures by tilling beds and adding soil; edges and rakes beds; mows grass.

**Housekeeper I****Pay Level 1**

Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Moves furniture when necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets.

**Laboratory Technician****Pay Level 1/Pay Level 2**

Provides service in support of successful laboratory operations. Duties typically include: care and cleaning of apparatus; general and routine care of specimens; limited topical research; maintenance of equipment and/or activity logs; aiding researchers or other staff. Moderate or limited supervision is provided.

**Library Assistant I****Pay Level 1**

Provides general services and assistance to library users in a library setting. Duties typically include: stock maintenance, shelving books, book repair; monitoring use of resources; providing general information on library policies and procedures; maintaining records and activity logs. Direct or moderate supervision is provided.

**Maintenance Assistant I****Pay Level 1**

Performs routine semi-skilled maintenance and repair work in areas of carpentry, painting, plumbing, heating, lighting and general mechanics to buildings and facilities.

**Maintenance Assistant II****Pay Level 2**

Uses skill to build, construct, form or create by working with wood, metal, etc. Helps with care and maintenance of equipment and materials. Works without close supervision.

**Paraprofessional/Certified****Pay Level 3/Pay Level 4**

Provides a service or instruction in a specific field that requires certification and/or demonstrated mastery of advanced skill level. Typical positions include: athletic functions such as lifeguard, personal trainer, aerobics instructor; medical functions such as emergency response, blood drawer, medical assisting. Supervision level may vary.

**Security****Pay Level 2/Pay Level 3**

Performs general safety and security functions. Duties typically include: controlling access to assigned campus facilities; ID verification; patrol of grounds, parking lots, dorms and other facilities; making reports of incidents concerning safety and security on campus; providing escort service. Supervision level may vary.

### **Technical Assistant I**

#### **Pay Level 2**

Performs standard technical support functions. Duties typically include: responding to routine user requests for services and assistance; receiving reports of hardware and software problems; monitoring functions; maintaining related records; providing training or tutoring on computer use. Direct or moderate supervision is provided.

### **Technical Assistant II**

#### **Pay Level 3/Pay Level 4**

Performs advanced technical services. Duties may include: controlling the flow of work through a computer system; determining the source or cause of system problems and taking appropriate corrective action; database maintenance; developing or enhancing web based programs and information. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties.

### **Telemarketing Assistant I**

#### **Pay Level 1**

Solicits annual donations from La Sierra University alumni for collegiate and University-wide fund raising campaigns; contacts potential students. Hours may include evenings.

### **Telemarketing Assistant II**

#### **Pay Level 2**

Supervises student Telemarketer Assistant I.

### **Tutor**

#### **Pay Level 2/Pay Level 3**

Provides tutoring to individuals on specific subject matter or discipline. Provides services to fellow students. May be required to have received a specific grade in the course or courses for which tutoring is provided, and to assess the progress of those receiving service. Supervision level may vary to minimal, with training and resources available to assist the tutor when needed.

## **SECTION III – On the Job**

### **Student Expectations**

Student employees want to look up to you, learn from you, and receive daily feedback from you. Plan to spend a lot of time teaching and coaching. They want you to be invested in their success. They want “in” on the whole picture and know the scoop. It is appropriate to communicate information about the department’s operation as a whole.

### **Compensation**

Supervisors should be aware of the different sources of funding for student employment positions. **Regular student employees** are paid with funds that come directly from the employing department’s budget. **Federal Work Study students** are federally funded and receive a specific work-study allocation to indicate the total wages they are allowed to earn

during the academic year. FWS pays 75% of the student's wages and then the department will be responsible for paying the remaining 25%. Once the student's FWS allocation has been depleted, a student will then be placed on the department's budget.

Student workers are paid an hourly rate as determined by their position. Generally, positions in higher pay levels require prior training or technical skills and, therefore, may offer a modest differential in pay.

Student workers are not eligible to receive any vacation or holiday pay, and they do not participate in employee health plans, unemployment or retirement programs. Students are covered by worker's compensation.

## **Work Hours & Scheduling**

Each quarter you and your student worker should establish his or her work schedule. Every attempt should be made to schedule work hours at convenient times and in accordance with the student's class schedule. However, the department's needs should also be taken into consideration when assigning work hours. You should discuss any special requests or schedule conflicts well in advance with your student worker. Once you have agreed to a work schedule, your student worker's inability to maintain this schedule will impact the coverage needs of the department and may result in his or her termination from employment.

Student employees may not work during scheduled class times and may not be excused from class in order to work on campus. Students **may not work more than 25 hours per week in all jobs combined**. During the summer, students may be able to work full-time if they have complied with the 25 hour limit.

While the Human Resources Office will monitor student work hours for compliance, supervisors are expected to communicate and enforce the 25 hour limit with their student employees, including those working in more than one campus job.

Students are responsible for bringing to the attention of their supervisor any requests for a change to their work schedule once their work schedule has been set.

## **International Students Work Hours**

On-campus employment is limited to no more than 20 hours per week during the academic year i.e. when school is in session. This limit of no more than 20 hours per week includes all types of employment. Students who are maintaining their status are eligible to work full-time during holidays and annual vacation periods, provided they intend to register for the next academic session.

## **Time Reporting & Pay Schedule**

Students are required to electronically record their hours accurately and honestly through the Workforce Ready timekeeping system. Supervisors are responsible for checking consistency between hours recorded and hours worked for a given pay period. Questions about hours recorded vs. hours worked should be discussed with the student prior to payroll week. Students and supervisors need to understand the seriousness of falsifying and signing incorrect time sheets in Kronos, which could result in disciplinary action or termination.

## **Corrections**

Corrections to hours worked are edited by the supervisor in the computer. This should be done each week and finished by Monday following the close of the pay period in which the work is done. Do not turn corrections in on a time card. Corrections that are needed after the checks are out should be reported on the Employees Special Exceptions Card. The date and the in and out times should be noted on the card.

## **Overtime**

Student employees should work only the hours for which they are scheduled. No student should work more than 8 hours in any one day or 40 hours in any one week unless specifically requested to do so by the department head.

An employee may work overtime only at the prior request of his/her supervisor. Overtime pay is based on hours worked per workday and work-week in accordance with the requirements of state and federal law. Employees are paid overtime based on the following:

Overtime is paid for hours worked in excess of eight (8) in a workday or forty (40) in a workweek. Employees are compensated at 1-1/2 times their regular rate of pay for overtime hours.

Double time is paid for hours worked in excess of twelve (12) in a workday. Employees are compensated at two times the regular rate of pay for double time hours.

Employees are compensated at 1-1/2 times their regular rate of pay for the first eight (8) hours in the seventh (7th) workday in a workweek, and two times their regular rate for all hours worked in excess of eight (8) in the seventh (7th) workday.

## **Paychecks**

Paychecks are issued bi-weekly on Friday's. For a detailed Payroll Calendar, please visit the payroll website at <http://lasierra.edu/human-resources/payroll/>. The Payroll Office is located in the lower level of the administration building.

Incomplete paperwork and/or missing signatures will result in delays of receiving a paycheck. Any issues that will prevent the student from receiving a paycheck on time will be communicated by email with the student AND the student's supervisor as soon as the problem is identified, which may or may not be prior to payday. If the problem is resolved quickly, the student may receive a paycheck on the next payday. Students will be paid for all hours worked once all required paperwork has been submitted.

## **Personnel and Payroll Files**

Under the California Labor Code, current and former student employees have the right to inspect their personnel files. Personnel files cannot be seen by employers, employee relatives, or lawyers unless the request includes a court subpoena presented to the HR Office. Files may not be removed from the HR Office.

## **Meals & Breaks**

The University provides a half-hour, unpaid meal break to students who work more than six consecutive hours in a day. Any additional rest breaks are given at the discretion of the supervisor and are provided with pay according to the following guidelines: breaks may not exceed 10 minutes; may not be taken at the beginning or end of the student's work hours; may not be added to a meal break; and rest breaks may not be accumulated.

## **Worker's Compensation & On-the-Job Injury or Illness**

Student workers are covered by worker's compensation. La Sierra University provides worker's compensation benefits to all employees for work-related injuries or illnesses. This protection covers all medical care, temporary disability benefits up to a specified amount per week, and benefits for permanent disabilities.

In the event of any work-related illness or injury, an employee should report the situation promptly to their supervisor and the HR Office. An Injury and Illness Incident Report must be filed with the HR Office. The HR Office will arrange for medical treatment at the appropriate facility. Worker's compensation statutes will govern all additional medical care.

In the event of a life-threatening emergency please call 911 immediately for the employee to be taken by ambulance to the nearest emergency facility. Notify the HR Office within 24 hours.

For injuries that occur before 8:30 in the morning, after 4:30 in the afternoon, and on weekends, contact Security at ext. 2222. They will make the arrangements for the employee to receive medical treatment at the appropriate facility. The employee should follow up with the HR Office the following day.

The HR Office will also work with the supervisor in cases where time off or job restrictions are in place, to coordinate all follow-up appointments, and act as the liaison with the University's Workers Compensation carrier.

## **Orientation & Training**

Departments are expected to provide students with specific training within the department. Each department trains new student workers according to the needs of the position. However, there are some general steps that can help any department to better familiarize new student workers:

- Introduce the student employee to all of the staff, including full-time staff, other student workers, faculty and management. This gives the student a sense of belonging and is common courtesy for any person starting a new job with new coworkers.
- Explain all departmental procedures to the student. Provide helpful handouts if there are numerous details to grasp immediately, including how to answer the phone, who handles what types of calls, what forms are needed, frequently asked questions, staff member and computer procedures for special systems. Be sure to define what is acceptable for student workers in terms of attendance, punctuality, appropriate attire, breaks and other basic aspects of your departmental work environment.
- Give the student a tour of your workspace. Point out where things are, such as supplies, restrooms, vending machines, copiers and fax machines. Impress upon the student worker that his or her contributions as a member of the team are important

to the success of the overall department.

## **Applicable Employment Policies**

### **Verification of Employment Information**

Any employee who receives a request for employment information about a current or former student worker should direct the caller or forward the written request to Human Resources. The HR Office will ensure that the information provided conforms to University policy.

### **Employment of Relatives**

Relatives of present employees may be hired by the University only if (1) the individuals concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties of supervision, security, safety or morale.

"Relatives" are defined as spouses, children, sisters, brothers, mothers, or fathers, and persons related by marriage. Present employees who marry, or become related by marriage, will be permitted to continue employment with the University only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety or morale. If employees who marry, or who become related by marriage, do work in a direct supervisory relationship with one another, the University will attempt to assign one of the employees to another position for which he or she is qualified, if such position is available. If no such position is available, then one of the employees will be required to leave the University. The decision as to which employee will leave is left solely to the spouse/ employee or in-law/employee.

### **Employment of Minors**

Employees under 18 years of age may not work more than eight (8) hours in any one day, or more than six (6) days in any one week. This applies to the total of all time worked, whether in one department or more than one department. Also, employees under 18 years of age may not work before 5:00a.m. or after 10:00p.m.

### **Coping with Stress and Managing Change**

Student employees have the additional stress of prioritizing their academics before work. For some students, you might need to provide stress relief. Try to plan a fun activity or ease the work load to help eliminate some of the student's stress. Supervisors should also plan to communicate with their students during peak academic times. If a student needs to rearrange their schedule, try to be flexible and accommodating. Changes within the office can also add stress to your student employee's responsibilities. Make sure that you communicate with your student to understand where the stress is coming from. If you do not address the student employee's situation, then it could affect their job performance.

### **Conflict Resolution**

According to a recent article, managers spend 30-40% of their time each day responding to conflicts. For a student employee, conflicts can occur with other students, class time, or even superiors. To resolve a conflict with a student employee make sure that you use open communication. If the conflict is with another employee or a customer, then you should handle the situation from a non-partisan viewpoint. Try to hear both sides of the situation to create the solution. Some supervisors are hesitant to resolve conflicts such as



tardiness, leaving work early, absenteeism, or substandard work. However, supervisors should be proactive in resolving these issues. For the most part, talking with students about their behavior will result in a valuable lesson learned for the student. Try to be creative and flexible with resolutions and never play the blame game.

## **Resignation/Termination of Employment**

La Sierra University is an “at will” employer; the University reserves the right to terminate a student’s employment with the University at any time, with or without cause or reason, as determined by the department supervisor. Similarly, a student may resign at any time, although the University requests that the student provide a two-week notice of resignation as “*Best Practice*”.

Should a supervisor wish to terminate a student worker for any reason, he or she should consult the Student Employment Coordinator prior to initiating the termination action.

## **Termination Policy**

Supervisors should, in most cases, provide verbal counseling and a written warning 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.

Any student employee who feels that he or she has been unfairly terminated or dismissed may appeal his/her supervisor’s decision by submitting a written statement to the Student Employment Coordinator. The appeal request should address the allegations, specify why the decision was unfair and provide evidence to support the appeal request. The Student Employment Coordinator will consider the current allegations, past performance and rationale for the decision.

## **Grievance Procedures**

We hope that minor disagreements between student employees and their employers can be worked out without resorting to the formal grievance procedures below. However, these procedures should be followed if there is a serious problem associated with student employment.

- |         |                      |  |
|---------|----------------------|--|
| Step 1: | Immediate Supervisor | Students with employment problems should bring issues of disagreement to their immediate supervisor in order to seek problem resolution.   |
| Step 2: | Department Head      | If after discussion with immediate supervisor, the resolution is not satisfactory the matter of discrepancy should be addressed to the Department Head.  |
| Step 3: | HR                   | If steps 1 & 2 fail, the next step is to bring the grievance to the Student Employment Coordinator in the HR Office. The Student Employment Coordinator will act as a liaison between the student employee, and their supervisor in an effort to resolve issues of disagreements. Steps towards resolution will be |



taken as needed.

## **Terminating Access to Banner & Shared Network Drives**

To ensure the security of the University's data and information systems, supervisors are responsible for notifying Banner at [banner@lasierra.edu](mailto:banner@lasierra.edu) of the need to terminate student access to Banner and IT of any shared network drives when students no longer work for the department, or any time that access is no longer required. Supervisors should conduct access reviews within their department at the end of each academic year and remove access to any user who no longer requires it.

## **Student Employment Records**

The HR Office maintains the official employment files for student employees. Access to information in the files is restricted due to the need to maintain privacy and confidentiality. A student may make a written request to the Student Employment Coordinator to review the contents of his or her employment file. A student may not remove any contents of his or her file, nor is La Sierra University obligated to provide copies of file contents to students.

## **National Student Employment Week**

Each year, during the second full week in April, colleges and universities across the country recognize the importance of the student work experience during National Student Employment Week. Students contribute many services and perform many job functions on campus. Departments have an opportunity to recognize a student who provides exceptional service to the University. A committee of approximately five staff members selects the yearly winner from among the nominees. The award is based and evaluated on the following:

1. Reliability
2. Quality of Work
3. Initiative
4. Professionalism
5. Uniqueness of Contribution
6. University and Campus Service

Students must meet the following criteria:

- Undergraduate or graduate student employed on campus
- Student must be employed previously for a minimum of 3 months full-time or 6 months part-time.

The name of the recipient from La Sierra University is then entered in the state, regional and national completions.

## **SECTION IV – Expectations on the Job**

## **Workplace Conduct**

As members of the La Sierra University community, student workers assume an obligation to act in a manner conducive to the maintenance of good order and respect for the rights and property of others. Their conduct is expected to be consistent with the University's Mission and Values and compatible with the goals and purposes of an educational institution established in the Seventh-day Adventist tradition. As representatives of La Sierra University, the University expects its student workers to exhibit professionalism on the job and in their contact with others. Professional conduct can range from the manner in which they answer the telephone or address a visitor, to the integrity and honesty with which they perform their work.

## **Attendance, Punctuality & Absences**

Student workers are expected to be at work at their scheduled start time and not to leave before the end of their scheduled hours. You should advise your student workers to contact you as early as possible as – but not later than 30 minutes after their scheduled start time – in the event they are unable to report to work or will be delayed. Communicate to them that frequent absences and lateness impair the value of a student's service and could result in termination of student employment. Failure to notify you, their supervisor, will be considered an unexcused absence.

## **Supervision**

Because student employment provides students with an opportunity to build professional and technical skills, your student employee should not work unsupervised. A staff, faculty or administrator within the department should regularly monitor the student's job duties and performance.

## **Communication**

Your verbal and nonverbal communication sets the performance standards for your student employee. If you do not use open communication with a student employee, chances are the student will become too frustrated to perform at their highest level. Thus, make sure you communicate specific goals for your student employees. Specify your performance expectations and ground rules. Plan and organize the student's work in advance and show the student employee how to do the specific task. A student should always know how s/he is doing.

## **Teambuilding**

Student employees are used to working in groups and teams. They believe a team can accomplish more because they've experienced team success. Plan to mentor, coach, and train your student employees as a team. With a common goal, team members support each other until success is achieved. In this environment, team members are needed for achieving the goal. For this reason, team motivation is extremely powerful. The exchange of ideas, information and testing the results adds to the motivating force. As a result, each member seeks to be a leader of quality input. Letting students know that you trust and believe in them helps to foster a sense of cohesiveness, and provides great practical experience. Please remember that this is a learning experience for the students you hire.

## **A Note about Customer Service**

If your student employee provides customer service in your department, make sure that they understand your department's philosophy on providing customer service. Customer service

incorporates a variety of factors including: phone skills, multi-tasking, friendliness, situation management, and interpersonal skills.

## **Motivation**

Every employee has a different reason for working. For a student employee, working means financial support while earning a degree. Because of this factor, money is the main motivation for student employees. However, motivation is not always about the money. Some students might be motivated by a variety of factors including: training, development, education, flexible workplace, opportunities for advancement, and control of their own work. If you have a student employee who lacks motivation, try to design new challenges that will result in a more rewarding experience.

## **Performance & Related Concerns**

Student employees are expected to fulfill specific job requirements and meet established job standards while employed by the University. You are encouraged to discuss and resolve any performance concerns or complaints that arise over the course of employment. To assist in the resolution of concerns, the Student Employment Coordinator can be reached at: (951)785-2088. You are encouraged to attend any training workshops developed by the Human Resources Office for Supervisors that cover essential topics.

## **Confidentiality**

Student employees may have access to confidential materials such as financial information, employee information, grades, telephone numbers, addresses, and so forth. They are prohibited from sharing information with others or using it for themselves for any reason not connected with University business. Under no circumstances are student employees permitted to release any information to any unauthorized person, including, but not limited to, a friend, outside caller or departments. Breach of confidentiality is a serious offense and may result in termination of employment. You should remind your student employee that maintaining confidentiality is mandatory, as stated in the Confidentiality Agreement that they sign (if required by your department).

## **Workplace Attire**

Student employment is a training ground for professional employment and presenting oneself well is important. However, in balancing expectations for appropriate workplace attire, a student employee's status as student should also be considered.

Each department will determine a student employee dress code based on the student's duties. Some areas may require you to dress more formally than others; e.g. a student working in a receptionist position would dress differently than a grounds-keeping employee.

In all positions, students are expected to dress appropriately and in good taste. Students are a representative of the University and will often cross paths with the public in the course of his/her duties. Some of these individuals may be potential future employers. They should always strive to project the best image possible for themselves and their school.

## **Telephone Usage & Visits from Friends**

Office telephones are an important means of conducting University business. Personal calls can interfere with important business calls and should be made only in an emergency. Urgent personal calls should be kept as brief as possible. Similarly, visits to the workplace from

friends during work hours are not permitted. It is also important to remind students that they should limit the use of their cell phones while at work.

## **Use of University Property, Equipment & Resources**

The use of University property, equipment and resources (i.e., facilities, copy and fax machines, postage, supplies, computers, the University name, stationary, telephones, etc.) by student employees must be limited to University business only. University property and resources are provided for University business, not personal use. Student employees should report problems with University equipment to a supervisor.

The University computers, network and voice-mail systems are intended for the University's business use. All records – including e-mail, voice mail and other messages – generated and stored on La Sierra University computers or systems are considered University records. The University reserves the right to access and disclose, at any time and for any purpose, all records sent over or stored in its systems. A person's use of the University's computers and/or systems constitutes his or her consent to this access and disclosure.

Student employees are responsible for understanding and complying with the General Network guidelines, Computer Use policy and the Email Policy that governs the use of computing equipment, networks and information resources. A copy of these policies can be found: <http://lasierra.edu/it/policies/>.

Banner access should be granted only to those students who must access the system's records and information to perform their job. Upon hiring a student employee, if you determine that the student will need limited access to the Banner system and/or shared drives on the network, you should email [banner@lasierra.edu](mailto:banner@lasierra.edu) and contact IT for the network needs.

## **Performance Evaluation**

Performance evaluations for student employees are encouraged, but not required. Provide comments for area in which the employee is evaluated as outstanding or below average. Meet with your employee and discuss the evaluation. This is also a good time to re-state goals and expectations. Both the supervisor and the student are asked to sign the form and submit to the HR Office. The form is attached in the Resources Section or online under the Supervisor Resources on the Student Employment Website.

## **Rewards & Recognition**

Student employees need to know that they are more than just students. There are numerous ways to show your appreciation through rewards and recognition. Try to give positive feedback and praise to students for exceptional work. This is a particularly effective tactic when the praise is verbal, but you could also praise your students in writing. When student employees are recognized for being important members of your team, they tend to develop loyalty towards their position. Recognition and praise is priceless and provides a quick and effective reward.

## **Retention**

The quality of supervision an employee receives is critical to employee retention. Student employees leave supervisors more often than they leave the department. It is not enough that the supervisor is well-liked or a nice person. Thus, supervisors that start with clear expectations of the student employee play a critical role in retention. Anything the supervisor

does to make the student feel unvalued will contribute to turnover. Frequent student employee complaints center on these areas: lack of clarity about expectations, lack of feedback about performance, failure to hold scheduled meetings, and failure to provide a framework within which the employee perceives they can succeed.

Also, when it comes to retaining a student employee, it's about food! Students react well to pizza, soda, sweets and office potlucks. Celebrate, their birthday.

## **Title IX & Sexual Violence: Faculty & Staff Obligation to Report**

Faculty and staff who receive complaints of sexual harassment or sexual violence are **obligated** to report complaints to the Title IX Coordinator as follows:

Johanna Penick at (951)785-2849 or [titleix@lasierra.edu](mailto:titleix@lasierra.edu)

Purpose is to prevent sex discrimination on campus, promptly address reported issues, and limit the effects of harassment on the educational environment.

## **SECTION V – Policies**

### **Discrimination & Harassment**

La Sierra University is committed to providing an educational and employment environment that values individuals of diverse backgrounds who can advance the institution's mission and support a learning and workplace setting free from discrimination and harassment. In keeping with this commitment, the University expects all University employees and students to conform to the requirements of federal and state law as well as standards of conduct mandated by the institution concerning discrimination and harassment matters. The University also encourages persons subjected to or who witness any forms of discrimination and harassment - or retaliatory conduct arising from complaints of discrimination and harassment—to report such behaviors and incidents to appropriate University personnel as set forth more fully below.

#### **GENERAL APPLICATION**

1. **Protected Classifications:** Discrimination and harassment are prohibited against any person on the basis of race, ethnicity, national origin, sex, marital status, age, veteran status, medical condition, physical handicap, or other protected classification as defined by federal or state law.
2. **Applicable Activities:** Discrimination and harassment are prohibited in the University's admissions and educational policies, employment programs, financial affairs, student life and campus services, or any related institutionally-administered or supported programs.

#### **FORMS OF PROHIBITED BEHAVIORS**

1. **Discrimination:** Discrimination is defined as prejudicial and/or harmful actions taken against a person on the basis of a protected classification as stated above.
2. **Harassment:** Harassment is defined as verbal, physical and/or visual conduct that creates an intimidating, offensive or hostile working or learning environment or that unreasonably interferes with a person's work or academic performance.
3. **Sexual Harassment:**

- a. **Definition:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where
- i. Submission to such conduct is made explicitly or implicitly a term or condition of a person's employment or status in a course, program or activity; or
  - ii. Submission to or rejection of such conduct by a person is used as a basis for an academic or employment decision adversely affecting that person; or
  - iii. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance, or of creating an intimidating, hostile or offensive learning or work environment.
- b. **Forms of Sexual Harassment:**  
Sexual harassment can be objectively and readily identifiable, relative to the specific circumstances and relations of the persons involved, or it can be of a nature seemingly harmless to many yet subjectively perceived by some persons as unwelcome and offensive. The following constitute examples of conduct and situations representative of sexual harassment:
- i. Physical assault;
  - ii. Direct or implied threats that submission to sexual advances will be a condition of a grade, letters of recommendation or employment retention or promotion;
  - iii. Direct or subtle propositions of a sexual nature;  
Sexual reference or sexually explicit statements unrelated to legitimate matters of employment or education, including but not limited to: sexual questions, jokes, anecdotes, remarks concerning the sexual nature of another's clothing, sexual activity, sexual preference, or speculations about a person's previous sexual experience;
  - iv. Unnecessary and/or unwanted touching, patting, hugging or brushing against another's body;
  - v. Displaying posters, calendars, graffiti, symbols or other visual objects or images of a sexually explicit or suggestive nature unrelated to legitimate matters of employment or education; and
  - vi. Using computers, including the Internet, E-mail, Twitter and related systems of communications to transmit or receive text or images of a sexually explicit or suggestive nature unrelated to legitimate matters of employment or education.

**Retaliation:** Retaliation is defined as inappropriate words or actions directed against persons who consider or register discrimination, harassment or retaliation complaints, or against persons who assist with or participate in an investigation of

the reported conduct.

### **RESPONSIBILITIES IN RECOGNIZING AND REPORTING DISCRIMINATION OR HARASSMENT**

1. Recognizing Discrimination or Harassment: Administrators, Faculty, Staff and Students should be alert to identifying forms of discrimination and harassment, whether such incidents take place in the course of workplace responsibilities, academic endeavors, or social activities related in any way or form to the life of the University.
2. Reporting Responsibilities of Administrators, Faculty, and Supervisory Personnel: Persons employed by the University as administrators, faculty members, and/or who serve the institution in a supervisory capacity have a legal obligation to immediately address, and if necessary, report discriminatory, harassing, and retaliatory behaviors or conduct to the University's Department of Human Resources.
3. Reporting Discrimination and Harassment: Persons who believe that they have been subjected to a form of discrimination and/or harassment or administrators, faculty, or staff or students who have witnessed such incidents should:
  - a. Inform the perpetrator, only if feasible, that the conduct is considered offensive and should be terminated; and
  - b. Notify their supervisor, or if the supervisor is the alleged perpetrator, notify the supervisor's superior to report the prohibited behavior; if the person reporting the discrimination and/or harassment is a student the term "supervisor" is defined to be the La Sierra University employee who directly oversees the area where the incident occurred; and
  - c. In consultation with the supervisor and/or HR determine if the incident warrants written documentation, if it is deemed necessary the reporting person shall state in writing, in consultation in HR, accurately and truthfully the facts of the incident(s), the date and approximate time of each event, and name(s) of the person(s) involved.
4. Deciphering Discrimination and Harassment: If a complainant or other concerned persons are in doubt about whether forms of unlawful discrimination or harassment have occurred, he or she should contact HR for clarification and assistance.

### **REFRAINING FROM RETALIATION AGAINST DISCRIMINATION OR HARASSMENT COMPLAINTS**

Retaliation against employees or students for considering or registering complaints of discrimination or harassment, or against such persons who assist with or participate in an investigation of the complaint, shall be prohibited and subject to the same reporting and



disciplinary actions set forth in Section C above.

## **RESPONSIBILITIES OF HR REGARDING DISCRIMINATION, HARASSMENT AND RETALIATION**

1. The Obligation to Inform All Sectors of the University Regarding Discrimination, Harassment and Retaliation Matters: HR is committed to the goal of informing all sectors of the University's public regarding discrimination, harassment or retaliation matters. Specifically, HR is charged with the following responsibilities:

- a. Distributing copies of this policy to all current members of the University community, to be included in appropriate student, faculty, and staff orientation materials, handbooks and bulletins;
- b. Implementing mandatory training for administrators, faculty and staff regarding any conduct that is discriminatory, harassing or retaliatory;
- c. Informing all university personnel of their responsibility to immediately report any incidents of discrimination, harassment, or retaliation.
- d. Informing all university personnel in supervisory positions of their legal obligation to report any incidences of discrimination, harassment, or retaliation.

2. The Obligation to Act on Discrimination, Harassment and Retaliation Reporting: HR is committed to facilitating a prompt and equitable resolution regarding any discrimination, harassment, or retaliation matter. In furtherance of that objective, HR shall take the responsibility for receiving, investigating, and resolving complaints involving discrimination, harassment or retaliation. HR shall follow these procedures:

- e. Conduct a prompt and thorough investigation, maintaining confidentiality to the fullest extent possible;
- f. Take suitable corrective action, where warranted and in consultation with appropriate University officers, to eliminate the discrimination, harassment or retaliation by use of counseling measures, warnings, reprimands, suspensions or other disciplinary action, and if necessary, termination of the perpetrator;
- g. Take suitable corrective action, where warranted and in consultation with appropriate University officers, to discipline person(s) who falsely or misleadingly inform the University that a discrimination, harassment or retaliation incident has taken place;
- h. Take suitable corrective action, where warranted and in consultation with appropriate University officers, to discipline person(s) who discriminate, harass or retaliate against any person who considers or registers a discrimination, harassment or retaliation complaint, or persons who assist with or participate in an investigation of the reported conduct;



- i. Inform the alleged victim that he or she has the right to file a discrimination or harassment complaint with appropriate state and federal agencies.

## **Drug Free Environment Policy & Procedure**

La Sierra University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the University holds that a drug-alcohol-and tobacco-free lifestyle is essential and thus maintains policies that seek a campus environment that is free of these substances.

La Sierra University purposes to maintain a drug-free environment in harmony with the laws of the land, the unlawful use, possession, distribution, dispensing or manufacture of controlled substances by its employees, whether faculty, staff or students, is strictly prohibited. Further, La Sierra University expects any person employed, admitted, living in University housing, or enrolled by the University and who receives federal or state funding, as identified by signing the FAFSA form, as an individual to certify that he or she will not engage in the unlawful use or manufacture of a controlled substance while associated with the University.

In addition to the requirements of the law, La Sierra University adopts the temperance practices and health principles espoused by the Seventh-day Adventist Church. This means that all faculty, employees and students are expected to refrain from the use of alcohol drugs or tobacco while enrolled or employed at the University. The University presents a preventive educational program to its faculty, students, and employees to develop an awareness of the risks involved in alcohol, tobacco and drug use and abuse and to promote the benefits of a lifestyle free of these substances. The University may, in its discretion, provide/refer to therapeutic alternatives for anyone in the University involved in the use of alcohol, tobacco, prescription or nonprescription drugs or other mood altering substances, which impair the appropriate functioning of the involved individual within the University community.

As a condition of employment all LSU employees are required to follow this policy. Failure to comply with this policy will result in discipline up to and including expulsion or termination and, if appropriate, a referral to law enforcement agencies for prosecution.

### **Components of a Drug-Free Environment**

#### **Prevention**

1. The policy of a drug-free environment for employees and students is included in the Faculty, Student, and Employee Handbooks. Each faculty and employee is notified of the policy at the time of employment or appointment. All faculty and other University employees are further notified of the policy on an annual basis. Upon acceptance into educational programs of the various schools within the University all students are notified of the policy. Each School will publish in its bulletin the manner in which it addresses drug and alcohol counseling, treatment and rehabilitation programs and discipline, using the guidelines set forth in this document.
2. Faculty and employees working on projects, funded by federal agencies will be provided a copy of the policy for a drug-free environment and will be required to sign a statement saying s/he has read and understands the policy and agrees to abide by it as a condition of continued employment. LSU must notify any federal contracting or granting agency of any employee's drug conviction resulting from a violation at LSU within ten days after receiving notice.
3. Faculty and employees are provided training in drug awareness, observation, and impairment possibly due to drug involvement, the dangers of drug use and abuse, and early intervention and referral techniques.

4. Campus-wide educational programs are conducted by school and worksite departments for students, faculty, and employees regarding substance abuse. Such education shall include, but shall not be limited to, the dangers of substance abuse as outlined below under Education Concerning Health Risks of Alcohol and Drugs and Effects to Significant Others.
5. All students, faculty, and employees will be notified through Student, Faculty, and Employee Handbooks of the local, state, and federal laws for the unlawful possession, use or distribution of illicit drug and alcohol as outlined below under Legal Sanctions Pertaining to the Use of Alcoholic Beverages and Controlled Substances.
6. All students, faculty and employees will be notified through Student, Faculty, and Employee Handbooks of disciplinary sanction for the use of drugs and tobacco.

### **Detection**

1. The University reserves the right to investigate employees or students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search an office, locker, any University or privately owned on-campus vehicle or residence hall room, briefcases, book bags and handbags, and the right to require an appropriate drug test and confirmation by a retest. If a search is to be made, it must be authorized by the residence hall director, dean of a school, dean of students, vice-president, or president of the University. The entire process of drug investigation will be treated with highest confidentiality.
2. If unlawful possession of controlled substances or drug paraphernalia is discovered, the University will confiscate the item(s), investigate the circumstances, and institute disciplinary actions. All confiscated contraband will be given to the appropriate authority or destroyed.
3. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or self-referral.

### **Confidentiality**

1. All substance abuse investigation and drug testing information is confidential and should be treated as such by anyone authorized for access to such records.
2. All records and information of personnel actions taken on employees under investigation or discipline with respect to drugs, shall be maintained by the Director of Human Resources in a secure locked file. Only authorized individuals who have a "need-to-know" shall have access to them. Any compilation of statistical reports will be handled in an anonymous manner.

### **Assessment**

1. Any assessment of substance abuse, will be performed by a qualified professional and/or qualified assessment facility.
2. If there is a reasonable suspicion of substance abuse a three to seven-day suspension may be mandated until assessment is completed.

### **Intervention**

1. If substance abuse is determined to be experimental the individual may be disciplined or required to participate in an appropriate educational program specified by assessment personnel.
2. The individual must present satisfactory evidence of compliance with the specified educational program.
3. If an individual does not comply with a specified educational program, s/he may be subject to discipline.

## **Treatment**

1. If an individual is assessed to have a chemical dependency, s/he may be required to enroll in either an outpatient or inpatient treatment program as a condition of further employment or enrollment.
2. University employees may contact Human Resources for assistance regarding procedures to follow to utilize the University's group health insurance plan, and/or disability as well as a list of external agencies and individuals that offer counseling and referral services.
3. The individual must furnish evidence of compliance with the formulated plan of treatment.

If there is noncompliance with the formulated plan of treatment, the individual may be subject to discipline.

## **Relapse Monitoring**

1. Monitoring will be required for precaution against relapse for all students, faculty, or employees who have been found to have alcohol or chemical dependency.
2. A recovery contract will be formulated for each student in the Office of Student Life.
3. A recovery contract will be formulated for university employees in the Human Resources Department or other appropriate University entity.

## **Discipline**

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, tobacco, or a controlled substance is grounds for a full range of disciplinary actions, up to and including dismissal from employment or school (as outlined under the policy of termination of a faculty member, the policy for termination for other employees, or student disciplinary policy.) Any educational treatment alternative to discipline shall be at the sole discretion of the University.

In cases where there is a reasonable belief that a violation of law has occurred, cases may be reported to the appropriate law enforcement agency for investigation and prosecution. Should any drug conviction result from a violation, employees will notify the University of any Criminal Drug Statute Conviction for a violation occurring in the environment no later than five days after such conviction.

## **Legal Sanctions Pertaining to the Use of Alcoholic Beverages and Controlled Substances**

A description of applicable legal sanctions under local state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol is on file at the office of the Director of Human Resources or the Dean of Students Office. An abridged list of legal sanctions follows.

### **Federal Laws Governing Controlled Substances**

The unlawful possession, manufacture, sale, or distribution of all scheduled (illicit) drugs constitutes a felony. Examples of these drugs include narcotics, barbiturates, amphetamines, cocaine, cannabis, hallucinogens, and synthetic drugs; e.g., PCP. A first conviction for possession of a controlled substance can include up to 1 year imprisonment and a fine at least \$1,000 but not more than \$100,000, or both (21 U.S.C. 844(a)). Second and subsequent convictions can include increased imprisonment and fines.

Special sentencing provisions for possession of crack cocaine include at least 5 years in prison, not to exceed 20 years and fines up to \$250,000, or both.

Property, including vehicles, vessels, aircraft, money, securities, or other things of value which are used in, intended for use in, or traceable to transactions that involve controlled substances

in violation of federal law are subject to forfeiture to the United States (21 U.S.C. 881 853 and 881).

Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs including student grants and loans, except some long-term drug treatment programs.

### **California Laws Governing Controlled Substances**

California law regarding controlled substances is in many respects similar to federal law with in that it is a felony that can result in imprisonment, fine, or both.

### **California Laws Governing Marijuana**

The cultivation, the possession for sale, or the sale of marijuana constitutes a felony. A felony conviction can involve serving time in a state prison.

Possession of not more than 28.5 (103.) grams of marijuana is a misdemeanor, which is punishable by a fine of not more than \$100.00. Possession of more than 28.5 grams of marijuana shall be punished by imprisonment in the county jail or by a fine of not more than \$500.00 or by both such fine and imprisonment.

### **California Laws Governing Alcoholic Beverages**

No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (California Business and Professions Code 256560).

It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view. (California Business and Professions Code 25662).

It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any person under the age of 21 (California Business and Professions Code 25658) or to any one obviously intoxicated (California Business Professions Code 25602).

It is unlawful for any person to drink while driving, or to have an open container of an alcoholic beverage in a moving vehicle. With a blood alcohol level of .08 or higher, a driver is presumed under the influence of alcohol. Between .05% and .08% a person may be found guilty of driving under the influence (Vehicle Code 23153).

Every person who is found in any public place under the influence of intoxicating liquor, any drug, controlled substance or any combination of any of the above and is in such a condition that he/she is unable to exercise care for his/her own safety or the safety of others is guilty of a misdemeanor (Penal Code 647(f)).

The Drug-Free Workplace Act of 1988 requires that University employees directly engaged in the performance of work on a Federal contract or grant shall abide by this Policy as a condition of employment and shall notify the Principal Investigator and/or the Chair of the sponsoring department or unit within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. In turn, the Principal Investigator or Chair shall notify the appropriate Office of Research Contracts and Grants Officer. That Officer is then obligated to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction, and to take appropriate corrective action or require the employee to participate satisfactorily in an approved drug abuse assistance **rehabilitation program**.

## **Education Concerning Health Risks of Alcohol and Drugs and Effects to Significant Others**

The use of illegal drugs and tobacco, and abuse of alcohol may have serious health consequences, including damage to the heart, lungs, and other organs. Alcohol accidents are the number one cause of death for persons aged 15-24.

The most significant health risk, beside death, is addiction. Chemical dependency is, if not treated, fatal.

### **Alcohol:**

Even low doses of alcohol significantly impair the judgment and coordination needed to drive. Small amounts also lower inhibitions. Moderate to high doses cause marked impairment in higher mental functions, memory, and ability to learn and recall information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can lead to dependence and permanent damage to vital organs such as the brain and liver. If combined with other depressants (that affect the central nervous system) low doses of alcohol will produce adverse effects. Mothers who drink alcohol during pregnancy may cause fetal alcohol syndrome in their infants. These infants will suffer irreversible physical abnormalities and mental retardation.

### **Tobacco/Nicotine:**

Immediate effects include relaxation and increased confidence and metabolism. Smokers are more likely to develop heart disease. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than nonsmokers. Smoking during pregnancy also poses risks such as spontaneous abortion, premature birth, and low birth weight. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Tobacco/nicotine is both psychologically and physically addictive.

### **Cannabis-marijuana, THC, hashish, hashish oil:**

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce tasks requiring concentration and coordination. Motivation and cognition may be altered making the acquisition of new information difficult. Marijuana, hashish, THC, etc., also produce paranoia and psychosis. Long-term use may result in lung damage, reduced sperm count and mobility, and disruptive ovulation cycles. Cannabis may also be psychologically addictive.

### **Cocaine/Crack:**

Cocaine stimulates the central nervous system. Immediate effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, appetite loss, tactile hallucinations, paranoia, and seizures. The use of cocaine may cause cardiac arrest or respiratory failure and result in death.

### **Stimulants—amphetamines, crank, ice, methamphetamine:**

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses may cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, or heart failure. Additionally, users may experience restlessness, anxiety, and moodiness. Large

amounts over a long period may cause amphetamine psychosis, including hallucinations, delusions, paranoia, and physical and psychological dependence.

### **Hallucinogens—PCP, LSD:**

Phencyclidine (PCP) interrupts the functions of the neocortex, which drives the individual to self-inflicted wounds. Users may experience a sense of distance and estrangement, loss of muscular coordination, and speech impairment. Large doses result in convulsions, heart and lung failure, and coma.

Lysergic acid (LSD), mescaline, and psilocybin cause hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, tremors, and psychological reactions. Users may experience panic, confusion, suspicion, anxiety, and loss of control. Flashbacks may occur even after use has ceased. Use of hallucinogens may cause psychological dependence.

### **Anabolic Steroids:**

Steroid users subject themselves to more than 70 side effects, ranging from acne to liver abnormalities to psychological reactions. The liver and cardiovascular and reproductive systems are most seriously affected. In males, use may cause withered testicles, sterility, and impotence. In females, masculine traits may develop along with breast reduction and sterility. Psychological effects in both sexes include aggressive behavior known as "roid rage" and depression. While some side effects appear quickly, others such as heart disease and strokes may not show up for years.

### **Notification of Alcohol/Drug Violations to Parents**

Pursuant to recent changes in the Family Educational Right to Privacy Act, which allow for notification of alcohol/drug violations to parents/guardians of their son/daughters illegal usage, under the age of 21, La Sierra University reserves the right to notify parents beginning with the second offense. The University further reserves the right to notify parents on a first offense of a serious nature, which results in a medical emergency, legal action, or supplying alcohol to other individuals under the age of 21, or supplying any controlled substance to any individual.

### **Non-Discrimination Policy**

The University was established by the Seventh-day Adventist church as an integral part of its teaching ministry.

The University is committed to equal education and employment opportunities for men and women of all races and does not discriminate on the basis of handicap, sex, race, color, or national origin in its educational and admissions policies, financial affairs, employment programs, student life and services, or any University-administered program.

To this end, the University is in compliance with Titles VI and VII of the Civil Rights Act of 1964 as amended, and substantial compliance with Title IX of the Education Amendments of 1972 (45 CFR 86 et seq.) and Sections 503 and 504 of the Rehabilitation Act of 1973. The University also complies with the Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Adjustment Act of 1974 and does not discriminate against any employee or applicant for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. In addition, the University administers student programs without discrimination on the basis of age, except in those programs where age is a bona fide academic qualification for admission in accordance with the provisions of the Age Discrimination Act of 1975.



The University reserves constitution and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in admissions and employment, including but not limited to 42 USC 2000e-1, 2000e-2, 6-15 of Federal Executive order 11246: 41 CFR 60-1.5(5); 34 CFR 86.21, 86.31, 86.40, and 86.57 (b); California Government Code sections 12926(c); and Title 2, Section 7286.5(a) (5) and title 22 Section 98222 of the California Administrative Code. The University believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement with or infringements on the religious teachings and expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-day Adventist Church. The University claims exemptions from the provisions of the Title IX set forth in CFR Sections 86.21, 86.31, 86.40, and 86.57(b) insofar as they conflict with Church teachings and practices of morality, deportment and appearance.

## **Student Sick Leave Policy**

All student employees are eligible for Sick Leave. Sick Leave is based on hours reported up to eighty (80) each pay period. It accrues at a rate of .0334 hours for every hour worked to a maximum of 2.67 hours per pay period. The maximum annual accrual for students is 24 hours (three days). The maximum accrual is 48 hours (six days), at which point accrual will stop until time off is taken and the total falls below the maximum. Sick Leave is available for use after the first 90 days of employment.

Sick Leave must be used in increments of 2 hours or more and may be used when the student employee is unable to work during their regularly scheduled work time for preventive care, or for the diagnosis, care, or treatment of an existing health condition for the student or a family member of the student. Sick Leave may also be used by a student employee who is a victim of domestic violence, sexual assault, or stalking to seek help or obtain a restraining order.

A request for sick leave should be made in advance when the student employee has a scheduled medical appointment during a regularly scheduled work time. An absence due to an illness should be reported to their supervisor as soon as the student employee is able, and before the beginning of their regularly scheduled work time.

Sick leave taken is reported each pay period to the department for which the student employee works. The designated supervisor will add the amount taken to the payroll Time and Attendance system. The hours used are reflected on the paycheck stub, and will reduce the sick leave balance.

Each calendar year student employees may use up to one half of their annual Sick Leave accrual (12 hours maximum) to attend to the illness of their child, parent, spouse, grandparent, grandchild, sibling or any other family member covered by law.

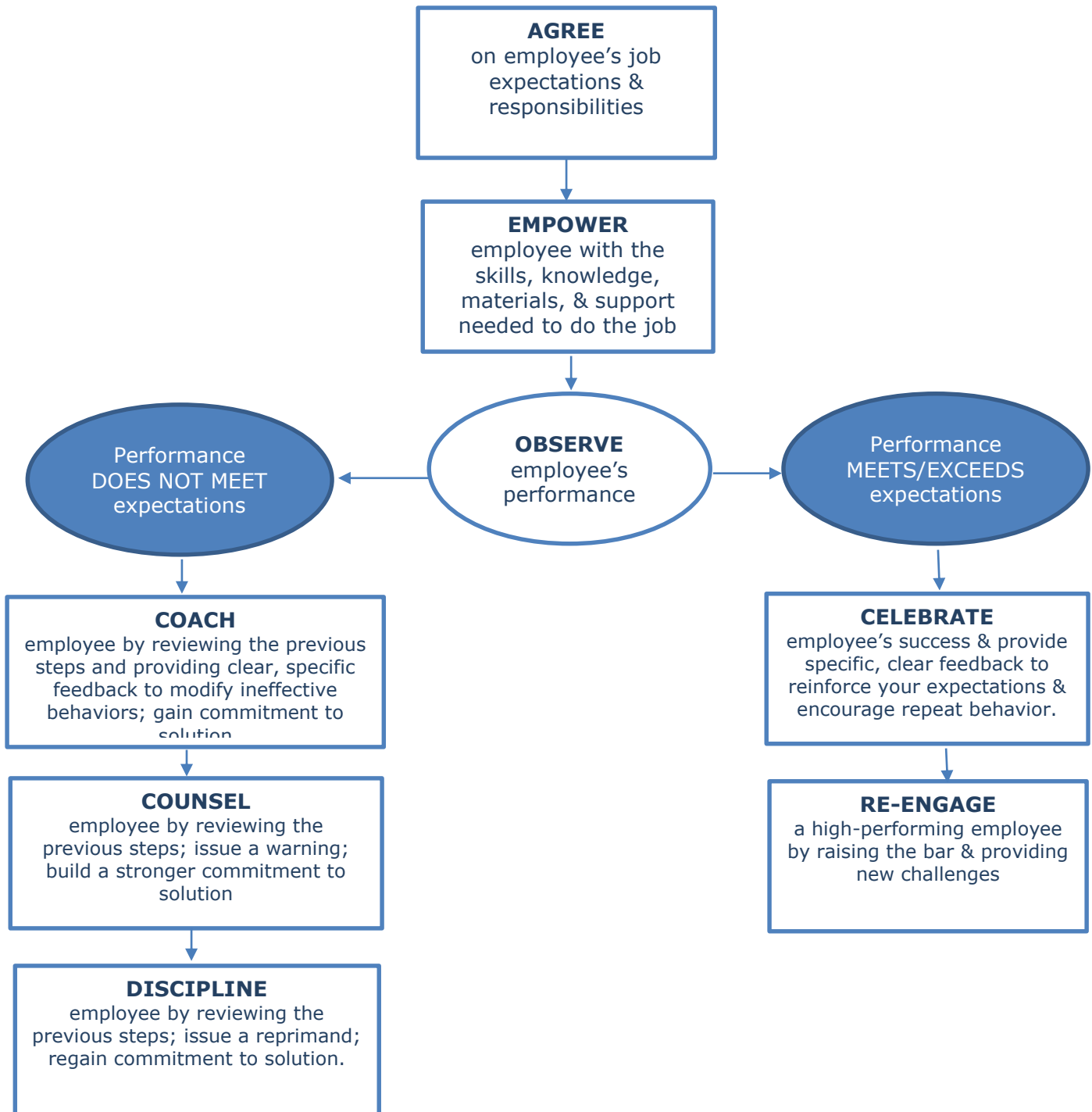
The Sick Leave Bank is a non-vested bank and upon termination no payment will be made from it. If the student returns to the university as an employee in any capacity within one year from the date of separation, the sick leave bank will be reinstated.

### Strategies for Supervisor Success with Student Employees

1. Be an Example – model strong habits through efficient dedicated work practices. Let your own approach to daily work be an example from which students can learn.
2. Be Flexible – understand that student employees are students first and employees second. Even though it is important to have high standards on the job, it is also important to be flexible to accommodate academic obligations.
3. Communicate Expectations – communicate the job standards and expectations to your student employees. One can't assume that these are self-evident to the students, even though they may seem obvious to you.
4. Give Feedback Frequently – provide consistent and appropriate feedback to your student employees. Student employees, benefit from feedback in job performance, providing it is communicated with a positive spirit.
5. Be Fair – Supervisors who are too lenient are not doing students any favors. Student jobs are "real jobs." Treat student employees, as you yourself would like to be treated in a given situation.
6. Train, Train, Train – take time train your students in important work skills, attitude, and habits – such as perseverance, time management, phone skills, quality service practices, and handling difficult situations. This is the "common sense" from which success is made.
7. Be a Team Player – as a team leader, develop and nurture the unique contributions of each team member. Take a global perspective.
8. Give Recognition – when you see a student "going the extra mile" or "persevering through difficult situations," acknowledge this in front of other staff and peers. People need to feel appreciated.
9. Share the Vision – have regular staff meetings with your student employees and inform them how their work fits into a larger purpose of the department and institution. Remember, purposeful work is meaningful work.
10. Be an Educator – to the degree that we each contribute to the lives of others, we are all educators. How can you contribute to the education of your student employees?



## Student Employment - Supervising Model



**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Period Covered by Evaluation:** \_\_\_\_\_

**Part I – Student Self Evaluation (To Be Covered by student prior to meeting with Supervisor)**

List the skills, knowledge, and abilities learned or enhanced in this position. If possible, provide examples.

Describe the strengths that you bring to the workplace.

Describe any challenges in this position that you have mastered or tackled.

Describe any challenges in this position that you might be currently facing.

Please offer any suggestions for change that could enhance the workplace for both the population served and the employee(s).



**This form should be completed by student employees upon completion of their employment and submitted to the HR Office.**

What did you like about your job?

What did you dislike about your job?

Did you receive enough training & support to do your job effectively?

What can we do to improve this job for future student employees?

Did anyone in this organization discriminate against you, harass you, or cause hostile working conditions? If yes, please explain.

How would you rate the morale in your department? Why?

Other comments:

Supervisor Name:

Department Name:

Student Name (optional):



### Student Employment Job Description Worksheet

**Department:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

**Contact Person & Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Student Job Title:** \_\_\_\_\_ **Hourly Wage:** \_\_\_\_\_

**Job Description (Describe the essential functions/duties of the position):**

**Required Qualification:**

**Preferred Qualifications:**

<b>Experience Required:</b>	N/A	1 – 2 years	3 – 4 years	5+	Other
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<b>Educational Level:</b>	Freshman	Sophomore	Junior	Senior	Graduate Student
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<b>Clerical Test Required:</b>	Yes	No	<b>Typing WPM:</b> _____
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**Additional Information:**

\_\_\_\_\_  
Department Signature

Please return to the Human Resources Office

## Sample Student Job Description



### Student Job Description

**Department:** Human Resources **Title:** Clerical Assistant I-III **Pay Range:** \$9.00 -\$13.50 **Date:** January 23, 2015

**Location:** Administration Building, Room 220 **Report to:** Desiree Noah, Student Employment Coordinator

**Hours:** 5-10 hours/week **Period of Agreement:** School Year

**Purpose:** The Human Resources Office is responsible for developing and implementing programs and services to meet the human resource needs, and the payroll needs of the University. The Clerical Assistant provides overall clerical support to the Human Resources Office staff and participates in a wide variety of HR projects and events.

#### Duties & Responsibilities:

- Provide information to students, faculty, staff, and the general public regarding department services, policies, and procedures
- Perform basic reception duties including greeting visitors and customers
- Answer telephone, direct calls, and take messages
- Sort and distribute mail, email, and other correspondence
- Organize and maintain confidential files and records
- Run errands
- Schedule appointments
- Complete special projects
- Assist in training of other student employees (Clerical Assistant III)
- Complete miscellaneous duties as assigned by supervisor.

#### Job Specifications:

**Education:** High school diploma or GED.

**Experience:** Previous office experience required.

**Skills:** Ability to focus on details and think creatively; strong clerical skills (filing and typing); computer skills (Microsoft Word, Banner); bilingual abilities are highly preferred; must be reliable, accurate, flexible, must be able to interact with and convey a positive attitude to visitors and the campus community in person or by phone; be able to work an established work schedule; reliably work set hours as assigned; maintain the confidentiality of departmental/employee/student information; ability to communicate in a concise and effective manner, both verbally and in writing; detail oriented with strong organizational skills and work well both independently and as a team player.

**Physical/Mental Demands:** Challenging, dynamic, and fast paced office environment that can be stressful at times due to the amount of people coming into the office and the amount of paperwork coming into the office. Physical labor is minimal.

Student employee evaluations will be conducted at least once per school year. If employment terminates before the end of the school year, an evaluation will be done at the time of termination. This evaluation includes performance, attitude, and cooperation, personal appearance, and confidentiality. The evaluation will be discussed with the student and s/he will be able to make comments, as they feel needed.

Students who are beginning work in an on-campus job should typically be paid at the minimum wage for that position. In some cases, supervisors may decide that a student's qualifications, skills or experience translates into an increased starting wage. When calculating and implementing student wages, careful attention must be given to departmental budgets as student wages may not exceed their line item maximum for that fiscal year.







Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Last Date Worked: \_\_\_\_\_

**Voluntary Termination**

- Departmental Transfer
- Health
- Personal Affairs
- Unsatisfactory Wage
- Unsatisfactory Job
- Working Conditions

**Involuntary Termination**

- Discharge for Violation of Department Rules
- Discharge for Prolonged Absence
- Discharge for Unsatisfactory Production
- Laid Off for Lack of Work
- End of School Term
- Temporary Position

Would you REHIRE?                      Yes                      No

If NO, give reason:

Comments:

Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_                      Department: \_\_\_\_\_  
FUND                      ORG                      ACCT#

\_\_\_\_\_  
 Department Head Signature                      Date

**UPON TERMINATION OF EMPLOYEE THIS CARD IS TO BE RETURNED TO THE HR OFFICE**

**FOR HR OFFICE USE ONLY**

TOC: \_\_\_\_\_                      NBAJOBS: \_\_\_\_\_                      HISTORY: \_\_\_\_\_

## Sample—Disciplinary Letter

### CONFIDENTIAL MEMORANDUM

To: (Employee's Name)  
From: (Supervisor's Name)  
Date: (Date)  
Re: (Level of Discipline)

#### **(The Problem)**

This letter serves as an official verbal warning for excessive tardiness. On December 6, 2013, I spoke with you about you arriving late to work and the impact it has on the department. At that time you assured me that you would take steps to ensure you would arrive to work on time. Yet my records show that you were late on the following dates:

December 9, 2013 15 minutes late  
December 10, 2013 10 minutes late  
December 11, 2013 20 minutes late

#### **(Impact on Unit)**

It's important that you are here on time so that I can issue instructions to the entire crew at the same time at the start of the shift. Your tardiness also makes it very difficult to assign work because I'm not sure if I need to request a floater or have the rest of the crew fill in for you until your arrival. When you are late it causes a disruption in the operation of the department.

#### **(Statement of Expectations and any Follow-Up)**

Your work schedule is 8:00 to 4:30. Monday through Friday. You are expected to be at work on time according to the established schedule. In order to assess your progress in resolving this issue, we will meet each month to review your attendance record. Our first meeting is scheduled for January 13, 2014.

#### **(Consequence of Future Behavior)**

Failure to report to work on time in the future will result in further disciplinary action up to and including suspension without pay and/or termination from employment.

#### **(Acknowledgment of Receipt)**

A copy of this letter will be placed in your personnel file in Human Resources. Please sign in the space provided below to acknowledge that you received a copy.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **(Copy the Appropriate Individuals)**

Cc: Department file Human Resources

La Sierra University is committed to complying with all federal, state and Department of Education ethical and regulatory standards and expects students and supervisors to be honest and professional. All supervisors who choose to use student employees must abide by the following agreement.

**As a supervisor of student employees, I agree to:**

1. **Ensure that student employees do not begin work until authorized by Human Resources, including verification of a student employee's eligibility to work in the United States ([I-9 form](#)).**
2. **Comply with all federal, state, and local employment laws and regulations and La Sierra University employment policies and procedures.**
3. **Review and approve each student employee's time in Workforce Ready in a timely manner.** Failure to approve hours on time will result in the student not being paid on time, which is a Wage and Hour violation. If I (the supervisor) will be out of the office and/or have no internet connection during the payroll approval deadline, I will make arrangements for another person in my department to approve hours or will contact the Payroll Office in advance of the due date if there is no one else set up as a secondary supervisor.
4. **Ensure that students do not work more than 8 hours per day or 25 (or 20 hours per week for International Students) hours per week (Monday through Sunday work week) combined among any job(s) the student may have,** and discuss these constraints with my student employees to ensure that they understand that they must watch their earnings carefully in order not to exceed these limits for total employment among all jobs.
5. **Students under 18 years of age may not work more than 5 consecutive hours without a 30 minute break (must be recorded in their time sheet).**
6. **Keep records of each student's hours worked so I have a means to verify what the student submits for payroll as accurate or not.** If requested, I will be able to provide documentation of these records.
7. **Provide student employees with legitimate employment** in support of my department and not pay students solely to study.

**As a supervisor of Work Study funded employees, I agree to:**

8. **Ensure that Work Study funded employees do not work during scheduled class hours.**
9. **The Financial Aid Office/Human Resources may adjust or terminate a student's employment or Work Study eligibility based on changes in:**
  - the student's enrollment status;
  - the student's failure to maintain Satisfactory Academic Progress;
  - changes or corrections to the student's financial information as reported on the Free Application for Federal Student Aid (FAFSA);
  - a student's receipt of estimated financial assistance not previously incorporated into their financial aid award.

**In rare circumstances these changes could be applied retroactively, requiring my department to pay the student's wages.**
10. **Students may not work without pay in the department after they have earned all available work study funds.** Should my department wish to retain a work study employee after his/her work study funds are exhausted, I understand that the student will be paid under department funds and for all hours worked.

By signing below, you are indicating that you will adhere to the above standards and those in the Student Employment Handbook and the Supervisors Guide to Managing Student Workers.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## Human Resources

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