



wittenberg
UNIVERSITY

Student Employee Policy Manual

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Section I: Introduction

Welcome to Student Employment at Wittenberg University! The purpose of this manual is to serve as a resource to student employees and contains valuable information regarding standard procedures and expectations. All Student Employment policies and procedures are established to ensure compliance with all federal and state laws, as well as institutional regulations. Wittenberg Student Employment is administered by the Office of Student Employment within the Career Engagement department, in coordination with the Payroll Office and in consultation with Human Resources.

Student Employment is designed to serve multiple functions, including providing accessible experiential learning opportunities for students and helping with university operations. On average at Wittenberg, students account for over 60% of university employees each academic year. Student Employment is intended to provide students with financial support, meet the needs of Wittenberg by performing day-to-day functions, offer valuable learning experiences to build on college and career goals, help students develop good work habits, and prepare students for life after college.

This manual is not intended to be all inclusive. Detailed information can be obtained on any of the topics included in this manual from the Office of Student Employment. Any questions on how to interpret any topic in the manual should be directed to the Office of Student Employment. It is the supervisor's responsibility to ask for clarification of any policy or practice that is unclear.

The Office of Student Employment reserves the right to change, supplement, or discontinue any policy within the manual. Any current policy within the manual supersedes all previous policies, memos or other oral or written communications which may have been issues on subjects covered within it.

Section II: Expectations of Student Employees

- Completing all onboarding paperwork with the Office of Student Employment upon hire and **prior to working any hours.** Working prior to being onboarded by the Office of Student Employment is out of compliance with federal policies & is subject to reprimands, as well as putting the university at risk for heavy financial penalties.
- All student employees are held to Wittenberg's student code of conduct and ethics in addition to any performance and behavior standards set by individual departments and the following expectations:
 - Carrying out the work duties assigned to you at any student employment position. Completing homework, studying or any other non-work or personal activities should be the exception, not the rule while at work.
 - Acceptance of any Student Employment position carries responsibilities and commitments as in any other employment situation. It is the student's responsibility to follow policies and procedures established by the department supervisor.
 - Report all accidents to the student's immediate supervisor.
 - Accurately filling out timesheet on Self Service and submitting prior to the deadline.
 - Ensuring that work does not total over 18 hours per week during academic semesters and 37.5 hours per week during breaks, in all on-campus positions combined.
 - Communicating with their supervisor, per their instructions, regarding both planned and unplanned absences from work.
 - Following all college and department/office policies while performing work duties.
 - Adhering to FERPA confidentiality policies if a job requires accessing confidential information.
 - Communicating with supervisor if leaving student work position.
 - Dress appropriately for your workplace, according to any dress code that may be in place.
 - If you are working during your normal scheduled class time due to cancellation of class, you must notify their supervisor that the class was cancelled.

Substance Abuse & Illicit Drug Use

- Student employees are held to and are expected to understand the policies and resources regarding substance abuse and illicit drug use found in the Student Code of Conduct and Ethics at this link: http://www.wittenberg.edu/administration/student_development/handbook.html

Complaints Regarding Sexual Misconduct

- Student employees are held to and are expected to understand the policies and resources regarding sexual misconduct and violence found in the Student Code of Conduct and Ethics at this link: http://www.wittenberg.edu/administration/student_development/handbook.html.

Work-Related Injury

- Student employees are covered by the State of Ohio Worker's Compensation Act and are eligible to receive benefits compensating them for injuries sustained in the course of employment.
- If injured while working, the student employee must notify the supervisor and the Office of Student Employment.
- If the injury requires immediate emergency treatment, the student should seek treatment

immediately then follow up with an injury report.

- The Accident and Injury Report form can be found at <https://www.wittenberg.edu/administration/humanresources/policies-manuals>.

Section III: Overview

- A valid I-9, W-4 and Ohio IT4 form are required before a student is eligible to begin any work for any position.
 - Student employment awards are a part of a student's financial aid package.
 - Students are not authorized to go over their work award amount.
- It is the student's and supervisor's responsibility to monitor hours and ensure students are within the 18 hour a week limit. The student will keep track of all hours worked, and the supervisor will enforce this limit while creating the work schedule.
- Students have the option of receiving their earnings as credit on their tuition account or directly deposited into their bank account through Self Service.
 - Pay periods are two weeks long.
 - Students are paid after hours are submitted and approved by the supervisor.
 - Pay dates may be found on the Student Employment webpage.
<https://www.wittenberg.edu/administration/studentemployment/student-employment-resources-policies>
- Students are paid based on wage determination through the Office of Student Employment. Wage rates are in accordance with Human Resources and similar position rates on campus.
- All students with a work award are eligible to secure a student employment position on campus.
 - Positions are competitive and limited.
 - It is the responsibility of the student to secure employment
- It is the responsibility of the supervisor to notify the Office of Student Employment should a student leave a student employment position.
- Students may not work more than 18 hours per week for all student employment positions. It is the responsibility of the student to monitor. Infractions may be subject to disciplinary action.
- Students are not permitted to work during their scheduled class times.
- It is the student's responsibility to accurately keep track of all hours worked and submit accordingly. Failure to submit timecards may result in termination.
- All student employment for any on-campus position will apply and be hired through Handshake.

Section IV: Required Paperwork

- Information on required forms and tax paperwork is available on the Student Employment Web site or by scheduling an appointment with the Office of Student Employment located in Thomas Library.
- **Students are not permitted to begin working until all required paperwork has been completed, submitted, and processed. Both the student and supervisor will receive an email from the Office of Student Employment once the student is verified to start working. Until this email confirmation is sent, the student is not permitted to work any hours.**
- Once a student employee and supervisor receive the confirmation email from the Office of Student Employment, the student employee may begin work.
- Students need only complete the required paperwork once as a Wittenberg student. Once a student has held a job on campus, the completion of their hiring paperwork for any job is valid for all other on campus positions they may work in the future as long as there is no gap in their enrollment.

Application and Acceptance of Employment

- Terms of employment are contingent upon availability, department budget and student work award usage.
- Wittenberg is an “At Will” employer, which means that either the student or Wittenberg may terminate the employment relationship at any time for any reason that does not contradict the law.
- Students are to apply and be hired through Handshake for each position.
- Applying and being hired through Handshake constitutes a virtual contract.
- The acceptance of a position constitutes confidentiality, which if violated, may result in disciplinary action, including but not limited to termination and a referral to Student Conduct.

Department of Justice Employment Eligibility Verification (I-9)

- The U.S. Government requires all employees to have this form on file BEFORE they are eligible to begin work.
 - Students may not begin work until all hiring paperwork is complete and received in Student Employment. Federal law requires that the I-9 Form, which shows eligibility to work in the United States, be complete within three days of the date of hire. The university can be fined up to \$3,000 for EACH I-9 violation, which includes not having the form completed prior to the hire date. In our experience, students often do not have original documentation on campus to complete these forms, and it may take time for parents or guardians to send the necessary documents or complete the virtual verification process. **Students and supervisors are required and expected to delay start dates until Student Employment confirms that students can start.**
- This must be completed with proper original identification—copies or photos of identification are not permitted.
- A list of acceptable identification is available by clicking on the U.S. Department of Justice Employment Eligibility Verification (I-9) form listed under "Required Paperwork" at www.wittenberg.edu/studentemployment.
- The I-9 form is valid for the entire time a student is consecutively on campus. If a student withdraws for an academic year, the original I-9 may be recertified if it was completed less than three years from the new hire date; otherwise a new I-9 must be completed.

Federal Form W-4

- Students should use their permanent home address on all tax forms.
- Students who claim exempt must complete a new W-4 annually.

State of Ohio – Department of Tax Form

- Students should use their permanent home address on all tax forms.
- Do not enter the school district code as Wittenberg does not withhold school district taxes.

Form 8233

- International students are required to complete the Form 8233 and Blue Supporting Statement.
- *International Students (Non-Resident Aliens)* may be exempt from U.S. income tax, under certain conditions, and tax exemptions provided by treaty arrangements between the United States and certain countries.
- International students are not permitted to start working until they have received a Social Security card and have presented it to the Office of Student Employment.

Section V: Timekeeping & Compensation

Students are paid bi-weekly for hours worked and approved during the previous pay period. Exact pay periods can be found on the Student Employment webpage. www.wittenberg.edu/student-employment

Tuition Deduction

- Students can have partial or entire earnings credited to their tuition statement through the Office of Student Accounts. Students must complete a form, located with the Office of Student Employment in order to enact this process.

Direct Deposit

- Pay is directly deposited into the student's preferred bank account through Self Service. If desired, paychecks can be deposited into more than one bank account.

Compensation

- Wittenberg pays its student employees in accordance with the Ohio State minimum wage rate and wage rates determined by the Office of Student Employment in consultation with Human Resources and similar position wage rates.
- No forms of alternative payment, such as meal vouchers, gift cards, Witt Gold, cash, etc. are acceptable as a form of payment for student employees. Students are only permitted to receive payment through Payroll/timecards for working for Wittenberg.
- Students are paid bi-weekly.

Timecard Entry and Record of Hours Worked

- Once a job is approved for students by the Office of Student Employment, a timesheet for that position will appear in the student's Self-Service. Different jobs have different timesheets. Student employees must report all hours worked using the electronic time sheet in Self Service.
- Time must be entered in 15-minute increments; when necessary, a student should use the following 7/8 rounding rule to round time appropriately – 7 minutes worked should be rounded down while 8 minutes worked should be rounded up.
- If a paycheck is delayed for any reason, once the problems are resolved, the student will be paid on the next payday for all hours submitted on all time sheets to date. Students cannot record hours from one pay period on the timesheet of a different pay period. This is illegal as timecards are legal documents and can cause a student to go over the maximum hours per week limit.
- Bi-weekly electronic timecards must be completed and submitted through Self Service. All students are responsible for submitting hours and electronically signing their timesheets through Self Service.
- Supervisors must electronically approve hours according to the payroll schedule.
- Students have until 11:59 p.m. EST on the last day of the pay period to submit hours for approval.
- Supervisors have until 12:00 p.m. EST the following day to approve hours.
- The Student Employment Payroll Schedule, outlining student and supervisor deadlines, can be found at www.wittenberg.edu/studentemployment.
- Failure to record hours accurately is considered timecard falsification and can result in termination.
- Per Federal policy, student employees cannot work during scheduled class time. The only exceptions are in cases where the class was cancelled, or the class lets out early.
- Hours should be submitted to the nearest quarter of an hour. For example, students leaving at

4:05 p.m. should submit 4 p.m. If a student's dismissal time is at 4:09 p.m., a student should round to 4:15 p.m.

- Students access electronic timesheets through Self Service by selecting "Employee," then "Time Entry." Choose the appropriate pay period and enter hours for each day worked during the pay period.
- Students should always double-check their entries to make sure that the a.m. or p.m. have been entered correctly.
- Hours worked must be recorded in real time. Student Employees are not to wait until the end of the two-week pay period to record hours worked.
- Hours for the pay period must be submitted no later than 11:59pm on the last designated day of the pay period.
- Detailed instructions for accessing and completing timecards can be found on the Student Employment web page by clicking on Student Resources and Policies and then "Self Service Timecard Instructions."
- Questions or issues concerning pay discrepancies should be directed to the student employee's supervisor. Students are responsible for notifying the Office of Student Employment on a timely basis of any changes in status, enrollment or contact information.

Reporting Missed Hours

- If a student employee forgets to submit some/any hours, those hours should be submitted via email and never added to the current timesheet. This email should be sent to payroll@wittenberg.edu and must include the following:
 - Student's name & ID number.
 - Dates worked with Start Time and End Time as well as the total number of hours worked each day.
 - Job Title for the missed hours being reported.
 - Supervisor must be Cc'd on this email.
 - The supervisor should then review this information and if correct, reply all to the email along with the statement, "I approve these hours for payment." Payment will be added to that pay period in which the approval is received.
- Failure to enter and/or approve hours by the timecard deadline will result in the student being paid during the next upcoming pay period and may be subject to disciplinary action. Approval of hours must be submitted to the Office of Payroll by the deadlines to ensure processing.

Students Holding Multiple Jobs

- Student employees may hold multiple on-campus positions concurrently. While it is strongly encouraged that students hold no more than three positions at any given time, exceptions may be considered based on individual student need and will be reviewed on a case-by-case basis.
- Under no circumstances may a student work in two positions simultaneously. Students may not perform duties for more than one position during the same scheduled work hours. The timecard system in Self Service does not permit overlapping shifts, and students are expected to focus exclusively on the responsibilities of the position for which they are scheduled.

Work Hour Limits

- Student employees are students first and employees second. Therefore, they are limited to working a maximum of 18 hours per week during the academic year. Students who are employed during the academic year may work up to 37.5 hours per week during the summer, Christmas

break, or Spring Break. This is an aggregate limit – if a student has multiple positions on-campus, it is the student's responsibility to ensure these hours do not overlap or exceed these set maximum amounts.

External Timekeeping

- Departments employing students have the liberty to utilize external timekeeping methods if desired. However, all hours must still be recorded on Self Services on the students' timecards. External timekeeping is not a substitute for timecards within Self Service.

Voluntary Resignation

- As an at-will employee, students may choose to leave their position for any reason. Student employees are encouraged to submit a letter of resignation or email message at least two weeks (14 days or 10 working days) prior to their last day of work. The letter should include the effective resignation date.
- Supervisors are responsible for reporting to Student Employment if a student leaves their position for any reason.
- A student's reason for leaving a position can include but not be limited to:
 - Course work overload
 - Class scheduling conflicts
 - Better job opportunity
 - Co-op or internship opportunity
 - Conflict with supervisor or co-workers
 - Personal reasons

Section VI: Eligibility

- To be eligible for Student Employment, a student must be registered as a full-time student (at least 12 credit hours) during the current semester that a student is working. The only exception to this rule is for second semester seniors who will be graduating at the end of that semester and are enrolled in less than full-time.
- Eligibility for summer employment is dependent on enrollment for the fall semester; as long as a student is enrolled in classes for the fall or is a senior graduating that August, students can work over the summer.
- Incoming first-years can start working over the summer if they have submitted their deposit.
- Some roles may have specific academic eligibility requirements to fulfill the duties necessary. There is not overall eligibility requirement for on-campus student employment.
- Students who have graduated from Wittenberg may no longer continue working as student employees; all student jobs will be terminated for all graduates based on the official list from the Registrar's office. Graduates' last day of student employment eligibility is the day of Commencement. Any student seeking to remain in an on-campus employment opportunity must contact with Human Resources.
 - Graduate students are not eligible for Student Employment. Any graduate student seeking an on-campus opportunity will need to be hired through Human Resources.

Securing a Job

- Student employment positions are limited and competitive. Securing a work award does not guarantee a student employment position.
- All available positions are posted on Handshake.
- Returning students wishing to continue in an on-campus position will need to inform their supervisor of their intent to continue towards the end of the academic year. Positions do not automatically continue into the following academic year and you are not guaranteed. It is the responsibility of the supervisor to notify the Office of Student Employment of this intent.

Employment of Immediate Family Members

- To avoid conflicts of interest and to prevent problems of safety, security, supervision, and morale, the university has established restrictions on the hiring of immediate family members.
- The university will not hire or transfer student employees into positions if they would directly or indirectly supervise or be supervised by immediate family members.
- Generally, faculty or staff members are not permitted to participate in any decision or final recommendation on hiring, promotion, tenure, wage, dismissal, or any other condition of employment of their immediate family members.
- For the purpose of this policy, an immediate family member includes, but is not limited to, a parent, grandparent, child, spouse, brother, sister, or in-law.

Terms of Employment

- A student employee serves only during the period for which he or she was hired and stated on the job posting.
- Employment during any period creates no expectancy of future employment.
- The total number of hours students are able to work is limited to the students work award, the 18 hours per week cap, the work schedule, and the department's student employment budget.
- Students are not permitted to work more than 18 hours per student work week during the academic year. If a student works more than one position, the total hours for all positions per

week may not exceed 18 hours per week.

- A student's work week begins on Monday.
- All hours worked during academic break periods are applied to the financial aid package, except hours worked over summer break. Any stipends are also taken out of a student's work award.
- During Winter, Spring, and Summer break periods, students may work up to 37.5 hours per week, but cannot exceed 7.5 hours per day. Students may not exceed 18 hours per week during a break that is less than one week, such as Fall break and Thanksgiving break.
- Wages earned during summer break may be subject to FICA taxes if the student is not enrolled for at least six (6) credit hours during each summer session.
- The Summer break period begins the day after graduation and ends the last day before classes begin for the Fall semester. Students need to be hired specifically for summer positions.
- Students who have graduated from Wittenberg, who have withdrawn or been dismissed from Wittenberg are not eligible to work in the Student Employment program as of their last official date as an undergraduate student.

Appointment notice

- Appointment notices are active for 45 days. If the student has not completed onboarding or contacted Student Employment, the appointment notice expired requiring the supervisor to generate a new appointment notice (hire in Handshake again). This also applies if a student is hired into a position, and either does not initiate contact with the supervisor to schedule shifts or is unresponsive to the supervisor to schedule shifts.

Changing Jobs

- Any and all consequences that arise as a result of a voluntary change by the student during this time are the responsibility of the student.
- Students wishing to change jobs due to personality or other conflicts with their supervisor or co-workers should contact the Office of Student Employment.

Hours of Work

- Positions have varying hours as set by the supervisor based on the nature of the position. These varying hours may include nights and/or weekends. Your supervisor may need to change your schedule to meet the needs of the department and your class schedule.
- It is the responsibility of the student to plan with his or her supervisor for any time off or adjustments to the normal work schedule during exam week, Reading Day, or any other university sponsored events.
- If a student is going to be absent or tardy, the student must notify his or her supervisor as soon as possible.
- Students are not permitted to work during their scheduled class times.

Section VII: Policies

Travel

- Student employees are not compensated for travel to/from work, only for hours worked on the job. These hours are determined in accordance with the supervisor.

Confidentiality & FERPA

- The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of student records and general information. It is important that student employees familiarize themselves with FERPA and be educated on the importance of confidentiality. The acceptance of a position constitutes the agreement of confidentiality. This information may include:
 - Information regarding other students and their families
 - Information regarding Wittenberg University and its operations
 - Information about legal or financial matters
 - Information arising from an allegation of harassment, discrimination or misconduct
- Student employees must understand that any student information they obtain on the job must remain in the workplace. Students must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their jobs.
- Students may sign a Confidentiality Statement which outlines FERPA and expectations for confidentiality and discretion with student records and information.
- Students are expected to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who legitimately need to know.
- Student employees are expected to use the university's computing resources in an ethical manner with special attention to legal uses of licensed software, protection of confidential information and legitimate access to and use of valid data.
- Any violations may result in termination and referral to the Office of Student Conduct.

Overtime

- Students working during the academic year are not permitted to work in excess of 18 hours per week, and therefore are not eligible for overtime. During break periods, students may work up to 37.5 hours per week, and therefore are not eligible for overtime.

Training

- Students may be required to attend specific departmental training.
- Students must review student employment policies, student employee orientation, confidentiality statement, and University policies related to sexual misconduct prior to beginning work.

Inclement weather

- Since the university is a residential campus, some services are essential as long as students are in residence. Supervisors in departments providing services to resident students should communicate proactively with student employees regarding attendance policies during such closures. Student employees and supervisors should use their own discretion and Clark County road emergencies determined by the Sheriff's Office as guidance.
- Student employees are not compensated for missed shifts during official university closures. We acknowledge that some students depend on a consistent paycheck; if the schedule allows, students may be granted an opportunity to make up these lost hours.

Record Retention

- Student employment records are retained in accordance with Human Resource record retention standards.
- Supervisors should submit original contracts and any other documentation to the Office of Student Employment to be held in the student's personnel file.

Professional Communication

- Students and supervisors are expected to maintain professional communication practices during any employment period, including during the recruitment and selection process. Either party can set communication boundaries and expectations. Until otherwise agreed upon, students and supervisors are expected to communicate through university channels, including email, phone call or Teams.

Time Off Policy

- Student employees are not entitled to any paid time off. Supervisors must discuss with all student employees proper procedures for any planned or unplanned absence from their regularly scheduled shift.
- In the event of illness or emergency, student employees should not be required to arrange for a substitute to assume their work shift.

International Students

- Employing international students on campus requires compliance with several laws and regulations. The university needs to be diligent in tracking these students and the hours worked. Due to tax treaties and conditions of the student visa for which the student was allowed to enter the United States, it is necessary to process international student workers slightly differently than US Citizens.
- Social security numbers (SSN) are required for international students before they can begin work. However, international students cannot obtain an SSN without a job offer. The Office of International Education will assist students with documentation a student needs to apply for an SSN after they have secured employment. Any international student who has not worked on campus before should expect a delay of up to a month in a student's start date while they wait for their SSN.
- US Immigration and Customs Enforcement (ICE) restricts international students, on F1 or J1 visas, from working more than 20 hours per week during the academic year, but are still held to the normal 18 hours applied for all Student Employees. Students may work up to 37.5 hours during academic breaks. If a student holds multiple positions, all hours worked cannot exceed the campus requirement. Any international student employee found to be working in excess of the permitted hours per week will be dismissed from employment, even on the first offense. International students finishing their last semester can only work through the last day of the semester.
- Eligibility to work is contingent upon being a full-time student, maintaining a valid I-20 or DS-2019, not working illegally (i.e. not exceeding the permitted hour per week rule or working off-campus without authorization) or breaking any of the ICE rules and regulations by which international student workers must abide.
- They can work off campus only after having been in student status for nine months and only through one of four USCIS programs: Optional Practical Training, Curricular Practical Training, Employment Based on Severe Economic Hardship, and Special Student Relief. They should consult with the Office of International Education to apply for these programs.

Study Abroad

- Students participating in off-campus study programs, including study abroad and Witt in Washington, are not permitted to maintain active on-campus student employment during their time away from campus.
- For any semester in which a student is studying off campus, the student's timecards must be ended. This requirement ensures accurate employment verification, maintains up-to-date employment records, and prevents inactive timecards from remaining open. Students studying off campus may not continue working in their on-campus positions during this period.
- Upon returning to on-campus study, students may reapply and be rehired into previously held positions, subject to departmental needs and standard hiring procedures.

Volunteer policy

- The Fair Labor Standards Act of 1938, as amended in 1985, made it clear that people are allowed to volunteer their services to public agencies and their community with but one exception - public sector employers may not allow their employees to volunteer, without compensation, additional time to do the same work for which they are employed. Student employees should not volunteer for any service that is like the work they do as employees. This includes volunteering in a role before their status as an employee is active.
- Student employees are not permitted to volunteer in any capacity that is also a paid position. For example, one student cannot volunteer as a sports camp counselor while another student is paid for the same work. Volunteer and paid positions must have clearly defined and separate job descriptions and outcomes.

Remote work

- Student employment at Wittenberg is intended to be performed and supervised on campus. Therefore, student workers are generally not permitted to perform work remotely. Requests for remote work must be submitted to the Office of Student Employment prior to remote work starting. **Any previously approved remote work must be performed within the state of Ohio.** Students who are living out of state are not eligible for remote work.
- The full Remote Work Policy, adopted in 2020, can be found here- [Remote Work Policy](#)

Turning an on-campus job into an internship

- According to the federal government, a student may be employed and also receive academic credit for work performed but only if that arrangement does not contradict the government's prohibition against payment for receiving instruction. Examples of that work include, but are not limited to, work performed when the student is:
 - Enrolled in an internship (any on-campus position can be turned into an internship, but this should be a discussion between the student and faculty advisor);
 - Enrolled in a practicum; or
 - Employed in research, teaching, or another assistantship.
- However, a student employed and receiving academic credit for that job may NOT be:
 - Paid less than he or she would be if no academic credit were received;
 - Paid unless the employer would normally pay the person for the same position;
 - Paid for receiving instruction in a classroom, laboratory, or other academic setting.
- Students may choose to turn an on-campus position into a paid internship in consultation with their supervisor & academic advisor. This includes working in an on campus position and registering this experience for credit through Handshake. All student employment policies take

precedence, and all regulations are still in effect. Most importantly, the 18-hour limit during the academic year is still monitored.

- In compliance with FLSA law, a student completing an internship on campus must not be completing an unpaid internship in a position that another student is receiving payment for. Students must either: a) complete the internship under a different job description that is not similar to any previously established on-campus position, or b) apply for the position on Handshake, go through the hiring process & register the on-campus position as an internship.

*NOTE that while credit may be earned simultaneously to paid work, students may NOT be paid hourly during, for receiving or studying for any academic instruction. This is a vital distinction when considering paid training hours vs pre-requisite courses. Students may not be paid for credit-bearing instruction time.

Dress code

- Departments are encouraged to set their own dress code policies for student employees based on the type of work performed and the expectations of the position. These policies should be in writing and should be made available to every student employee when they are hired and should apply the policy equally to all student employees in the department.

Calling off

- It is the student's responsibility to communicate with supervisor, per their instructions, regarding both planned and unplanned absences from work.
- Student employees are not entitled to any paid time off.
- In the event of illness or emergency, student workers should not be required to arrange for a substitute to assume their work shift.
- If the student is absent due to uncontrollable circumstances and is unable to notify the supervisor, allow the student to explain their situation when they return to work.
- If the student does not have a justifiable reason for their absence, or continues to miss work without proper notification, they are subject to appropriate disciplinary action based on written office policy.

Homework while working

- Completing homework while working shifts at any Student Employment position should be the exception, not the rule. Students are expected to fulfill any duties a supervisor may assign during a shift. Deliberately disobeying direct instructions from a supervisor is considered insubordination and may result in immediate termination of the position.

Benefits

- Student Employees are not entitled to benefits from Wittenberg, which includes but is not limited to vacation time, sick time, insurance or holiday pay. However, Student Employees are entitled to Workers' Compensation in the event of an accident in the workplace.

Grievance policy

- In case of difficulty or complaint, each student employee of the university shall have the right to use the channels provided for the settlement of grievances against the university. In general, it is preferable that personnel problems be solved within the organization at the level at which they arise. Individuals outside the University's internal organization should not be asked to rule on

such difficulties until established university channels have been exhausted. A written appeal must be made within 30 days of the grievance and shall state the nature of the grievance in sufficient detail that a proper response can be prepared. This procedure shall be followed regarding any complaint concerning the performance of work assignments or any act of discrimination on the basis of race, color, national origin, sex, religion, age, sexual orientation, marital status, or disability. The grievance is to be presented in writing. The employee, at their option, shall have the right to an oral presentation at each level of review.

1. A student employee shall first present any such matters to the immediate supervisor. This step should be taken at the earliest possible date and must be within 30 days of the action being grieved. The supervisor's decision shall be in writing to the student employee within 5 working days of receipt of the grievance.
2. If the matter is not satisfactorily resolved, the student employee may submit the grievance in writing to the head of the department. This must be done within 3 working days after receipt of the decision in Step 1. The department head shall review the facts and render their decision in writing to the student employee within 5 working days of receipt of the grievance.
3. If the grievance still exists, the case shall be submitted in writing to the Office of Student Employment. This must be done within 3 working days of receipt of the decision in Step 2. Within 10 working days of receipt of the grievance, the Office of Student Employment shall consider the matter with the employee and a representative of the student's choice, and with the administrative officer involved. The director shall render a decision in writing within 5 working days of said consideration. If the grievance alleges discrimination on the basis of race, color, national origin, sex, religion, age, sexual orientation, marital status, or disability, the employee may also notify any Title IX Deputy.
4. If the matter is not satisfactorily resolved, the Office of Student Employment, within 5 working days of the completion of Step 3, shall refer the matter to the appropriate vice president (or other individual reporting directly to the president). Within 15 working days of receipt of the grievance, the appropriate vice chancellor (or other individual reporting directly to the president) shall conduct an investigation concerning the grievance and render a decision in writing. This is the final appeal, and the decision rendered stands.

Resident Advisors holding additional positions

- Effective January 1st, 2026, Resident Advisors (RAs) will be permitted to work up to 10 additional hours per week in another on-campus position, contingent on the permission given by the Director of Residence Life. The RA position will maintain as the priority position at all times due to the responsibilities regarding student support and crisis response.
- Supervisors of any additional positions will be required to sign a Supervisor Acknowledgement Form to confirm the hour limitations, understanding that the RA role takes priority over additional employment, and agreement to adjust scheduling if needed to support RA expectations. Employers of these additional roles are required to wait until approval is received to begin employment.

Section VIII: Disciplinary Process

The Office of Student Employment requires a progressive discipline process when dealing with instances warranting disciplinary action. As an “at will” employer, Wittenberg reserves the right to discontinue a student’s employment at any time.

Listed below are actions that may require disciplinary action:

- Excessive tardiness
- Excessive absences
- Neglect to submit timecard
- Absences without a legitimate reason
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Conduct inappropriate to representatives of Wittenberg University
- Discourtesy or failure to work harmoniously with fellow workers
- Sleeping on duty
- Neglectful performance of job duties

Offenses

Level One Offense: Procedural, causing some inconvenience.

Level Two Offense: Overt violation of established policy causing extensive inconvenience and/or penalty. As a result of repeated (2-3) Level One offenses.

Level Three Offense: Potential endangerment, fraud and/or theft. As a result of repeated Level One and Level Two offenses.

Sample Discipline Process

Level One Offenses

- First offense: verbal warning
- Second offense: written warning
- Third offense: suspension
- Fourth offense: termination

Level Two Offenses

- First offense: written warning
- Second offense: suspension
- Third offense: termination

Level Three Offenses

- First offense: termination

Students will be issued a warning via email from the Office of Student Employment for violation(s) of Student Employment policies, and the supervisor will receive a copy of the warning. If the violation(s) continues, the student’s Student Employment eligibility will be suspended, and the student’s position(s) will be closed.

If a student’s student employment eligibility is suspended, the student must make an appointment to meet with the Office of Student Employment to discuss the ongoing violation(s) that resulted in the suspension and the options for reinstating the student’s Student Employment eligibility. The Office of Student Employment will work with the student to create and agree to a plan of action to

avoid further violations of Student Employment policy and reinstate student employment eligibility contingent upon the continued completion of the agreed upon plan of action.

If the violation(s) continue, the student's student employment eligibility will be suspended for the remainder of the fiscal year, and the student's position(s) will be closed. The student and supervisor(s) will be notified via email of the closure(s).

Dismissal Due to Poor Performance

Prior to terminating a student's employment for unacceptable performance, you need to take the appropriate steps to ensure that the student has been given reasonable time and opportunity to improve their work performance. Setting clear expectations, training, feedback sessions, job coaching, attendance patterns, and performance evaluations should all be documented. Disciplinary measures should be applied uniformly for all student employees and in accordance with established policies.

Grounds for Immediate Dismissal

Supervisors have the right to terminate a student's employment in extreme circumstances, including violations established by the Office of Student Conduct. Examples of violations include but are not limited to:

- Theft or gross negligence resulting in serious injury to property, person or public relations.
- Time sheet falsification (incorrect hours, signing another student's card).
- Use of or under the influence of drugs or alcohol immediately prior to or during a scheduled work shift.
- Physical violence or obscene language when dealing with the public or other staff.
- Breach of confidentiality.

Section IX: Summer Employment

- Current students who wish to work during summer do not have to be enrolled in any blocks over the summer, but they must be registered full-time for the following fall semester OR graduate in August of that summer. During the summer employment term, FICA tax will be withheld for students enrolled in less than 6 credit hours. Graduated students may not continue their student jobs after the end of their last enrolled term.
- Incoming first-year students are permitted to start work over the summer only if they have submitted their deposit.
- Students will need to be hired separately for summer employment. Summer-specific postings must be made on Handshake; students cannot be hired for summer positions on academic year positions. Due to taxation differences, separate timecards are required for summer employment periods. This includes any on-campus athletic camps or anything of a similar nature.
- Students are not eligible to receive overtime pay, so supervisors must diligently pay attention to work hours to ensure that students do not go over 37.5 hours per week.
- Federal Work Study funds are not applied over any summer employment position, regardless of enrollment status.

Section X: Legal Policies

At-will employment

- Under Ohio law, unless there is an agreement to the contrary, employment is “at-will.” This means either the employer or employee may end the employment relationship without giving notice or a reason. Although the university retains its legal rights as an “at-will employer,” and one’s employment may be terminated at any time with or without notice and with or without cause, ordinarily Student Employment strives to take a constructive and corrective approach to employee discipline. Generally, we believe that discipline should be corrective and progressive. Each circumstance requiring discipline is different, and each will be dealt with as Student Employment, in its sole discretion, determines what is necessary and appropriate, including the possibility of immediate termination.

Equal opportunity, Discrimination, Harassment and Retaliation

- Wittenberg University is committed to equal opportunity and diversity in the workplace. We want to make sure everyone feels our willingness to hear issues and do everything in our power to make this a welcoming, inclusive and supportive place to work.
- Wittenberg University is an independent, liberal arts and sciences college for undergraduate and graduate study affiliated with the Evangelical Lutheran Church in America. Our fundamental purpose is the development of the intellectual, spiritual, aesthetic, social, and physical qualities, which characterize the wholeness of a person.
- Wittenberg University is committed to developing a safe and open living and working environment for a diverse community of students, faculty, and staff. For academic and social integrity, Wittenberg encourages an environment of respect for all people and diverse beliefs. Our Notice of Non-Discrimination applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
- All university employees, particularly supervisors, are responsible for keeping the work environment free of discrimination and harassment, sexual or otherwise. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to a supervisor or the Office of Student Employment, with consultation from Human Resources. Harassment is defined as words, conduct, or action (usually repeated or persistent) that, being directed at a specific person, annoys, alarms, or causes substantial emotional distress in that person and serves no legitimate purpose. The full text of the university’s policy against sexual harassment can be found on Wittenberg’s Title IX Page and Wittenberg’s Title IX Policy and Procedures concerning sex discrimination, sexual harassment, sexual misconduct, relationship violence, and stalking complaints.
- If an employee is uncomfortable or believes it would be inappropriate to discuss any matter with a supervisor, it can be reported directly to the head of a department or to the Office of Student Employment. When the university is made aware that an act of discrimination or harassment may exist, it is obligated by law to take prompt and appropriate action.
- If an employee makes a complaint of discrimination or harassment, they will be protected from retaliation, regardless of the outcome of the complaint. The university prohibits any form of retaliation against any individual who assists with a complaint investigation, including witnesses, supporters, and advisers. If an individual believes they are experiencing retaliation, they are encouraged to notify the Office of Student Employment.

Title IX

- Title IX prohibits gender discrimination in all programs and activities of a university such as Wittenberg. It also requires that universities be proactive in preventing discrimination and in responding to concerns or allegations of discrimination including, but not limited to, harassment and assault. Although Wittenberg's policies and procedures relating to Title IX are founded on the laws of the United States and of the State of Ohio, they are also guided by the mission and values of the university.
- Sex discrimination includes sexual harassment (which encompasses sexual assault and other forms of sexual misconduct). Wittenberg University complies with Title IX and does not discriminate on the basis of sex in education programs and activities, admissions, or employment. It complies with all applicable federal and state laws regarding nondiscrimination and equal opportunity.
- Wittenberg's policy applies to all forms of sex and/or gender-based harassment, discrimination and violence, including sexual assault, stalking, domestic and dating violence.
- Student resources for reporting Title IX violations include the Office of Student Conduct, Kristina Bryant-Reed 937-327-7800 or bryantk1@wittenberg.edu and for Athletics Katie Robinson 937-327-6496 or robinsonk6@wittenberg.edu.

Mandatory reporting

- As an employee, both supervisors' and students' reporting obligation is mandatory to ensure that all affected individuals receive the same resources and response options/information. Please visit <https://www.wittenberg.edu/title-ix/report-incident> to report a Title IX violation, or call Wittenberg PD at 937-327-6363 or 911 if you believe a student is in immediate danger.
- Please note: your obligation is to receive and report the disclosure; not to investigate or notify any affected individual(s).

Accommodations

- Wittenberg is committed to providing reasonable accommodations that will permit the employee to perform the **essential functions**, or basic duties essential to perform the role, of the job. The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) requires equal access to be provided to qualified applicants through all institutional offered facilities, goods, programming, and services.
- If an applicant or current employee is a **qualified individual**, defined as a person who meets legitimate skill, experience, education, or other requirements of an employment position that they hold or seek, and who can perform the essential functions of the position with or without reasonable accommodation, with a disability, the university will, upon request, evaluate and provide **reasonable accommodations**, defined as a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process, that are designed to allow the employee to perform the essential functions of the job. The employee is responsible for requesting an accommodation and for providing documentation to assist the university in understanding the nature of the employee's disability and the accommodation(s) requested.
- A request for an accommodation should be made to the Office of Student Employment. The Office of Student Employment will consult with necessary offices, such as Accessibility Services, to determine the reasonableness of the request. Students should be aware the process to receive workplace accommodations can be timely and are not retroactive.
- Students should not be put into a position of negotiating their accommodations or disclosing information to any individual outside Accessibility Services. Lack of relevant training,

power dynamics, appropriateness, and ensuring the interactive process is not compromised are important factors.

To request workplace accommodations:

1. Students should email the Office of Student Employment at careers@wittenberg.edu. Requests may be made at any time; however, accommodations are not retroactive.
 2. The Office of Student Employment will consult with relevant offices as part of the review. Students should expect to provide necessary documentation, such as medical provider letters and a personal narrative.
 3. The Office of Student Employment strives to conduct reviews within 14 days of the initial request. Determinations will be provided to the student via email.
 4. If approved, the Office of Student Employment will notify the position supervisor and assist in the initial facilitation of accommodations or services.
- An accommodation that would impose an **undue hardship**, defined as an “action requiring significant difficulty or expense,” on the university or if provided, would not resolve the issue, or pose a significant risk of substantial harm to the health or safety of the individual or others, may not be considered a reasonable accommodation. In either of these situations, the university may not be able to provide the requested accommodation; however, alternatives may be provided if available.
 - **Appeal Process:** If you believe this decision was made in error, and do not have additional documentation to provide, you can appeal for reconsideration. The appeal can be made by emailing Grace Sever, Senior Director for Student Success & Academic Services, at severg@wittenberg.edu. Mrs. Sever will conduct a review of the information provided to Accessibility Services and ensure that a thoughtful, individualized assessment was made. Generally, an appeal decision will be made within 30 days. In some cases, the Senior Director will consult with campus leadership, faculty, and/or external consultants prior to making a final decision. Students' right to privacy will be maintained throughout this process.
 - **Grievance Process:** If you believe that you are being denied equal access or experiencing disability-related discrimination in violation of the Americans with Disabilities Act and its Amendments Act and/or Section 504 of the Rehabilitation Act, and wish to pursue a formal grievance, you may follow the process outlined in [Wittenberg's Grievance Procedure](#). Note that the grievance must be filed within 30 days of the alleged prohibited action(s).

Please visit [US Department of Labor- Office of Disability Employment Policy](#) for more information.

Worker's compensation

- The university participates in the Ohio (and other states where employees are working remotely) Bureau of Workers' Compensation Programs to cover the cost of work-related injuries or illnesses. The law prescribes specific benefits, which vary depending on the circumstances of each case. Benefits may include paying for related medical treatment. Accident/Injury reporting forms are available in the Human Resources department.
- No matter how insignificant an on-the-job injury may seem when it occurs, the supervisor and the Human Resources department must be notified immediately. Employees should report all accidents or injuries before leaving work on the day of the accident or injury. This report is required by law and protects the employees' legal rights.

Nepotism

- To avoid conflicts of interest, the university has established restrictions related to the employment, promotion, and supervision of immediate family members.
- The university will accept and consider applications for employment from any immediate family member of a current employee with the following restrictions:
 - The Office of Student Employment will not hire individuals into positions where an employee will directly or indirectly supervise or be supervised by someone defined as an immediate family member.
 - An immediate family member of an employee will not be placed in a position where they will work with or have access to sensitive information about their family member.
- For this policy, an immediate family member includes, but is not limited to, a parent, grandparent, child, spouse, sibling, aunt, uncle, first cousin, niece, nephew, including both step and in-law relationships, and any individual that would be considered an employee's partner as related to dating, marriage and/or a domestic relationship.

Religious accommodations

- If a student requests time off in advance for a religious holiday or observance, supervisors must accommodate the student's right to observe the holiday. Students should not be penalized for missing work for their religious observances but cannot be paid for time missed to attend religious observances.

Consensual relationships

- The University defines a consensual relationship as one in which two people are engaged by mutual consent in an emotional, physical, and/or intimate relationship. When such a relationship involves people who differ in power within the University community, such as faculty-student, staff-student, or supervisor-subordinate, or similar relationships with other members of the campus community, it is of special concern because of the potential for conflict of interest and/or abuse of power. Decisions, which must be made free from bias or favor, come into question when made by a person who has an emotional, physical, or intimate relationship with a person who may benefit from or be harmed by the decisions. The mere appearance of bias or impropriety resulting from a consensual relationship may seriously disrupt the academic or work environment. Equally important, such relationships have the potential to undermine the University's sense of community, mutual trust, and support.
 - The University has adopted a policy to prohibit consensual relationships when one participant has evaluative, supervisory, or decision-making authority over the other, as such relationships may create an inherent conflict of interest. The University views consensual relationships as unwise and of high risk, especially when students are involved.
 - Subject to the limited exceptions outlined in this policy, this policy applies to all members of the university community including all employees, students, contractors, and volunteers.
 - Consensual relationships that exist prior to employment or enrollment will generally be exempt from this policy. To properly document such exceptions and ensure compliance with Wittenberg policies, Human Resources must be notified of the consensual relationship by both parties involved prior to employment and/or enrollment in classes.