



Student Employee Supervisor Manual

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I. Introduction

Welcome to Student Employment supervision at Wittenberg University! The purpose of this manual is to serve as a resource to supervisors of student employees and contains valuable information regarding standard procedures and expectations. The information in this manual will help you to supervise your student employees more effectively as well as simplify the hiring process. 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. As a supervisor, you serve an integral role in the student experience, with research showing that students with meaningful on-campus employment experiences being more likely to persist until graduation and become more engaged in the campus community.

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. As supervisors, your role is to help students benefit from this experience.

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 issued on subjects covered within it.

II. Important Definitions

Student Employment

Envelops all job opportunities provided to Wittenberg students on-campus. These positions can be funded through federal and institutional funds. All undergraduate students who work on campus are considered student employees, but not all students are considered work-study eligible students.

Federal Work Study (FWS)

Wittenberg awards federal work-study awards, which are need-based according to a student's financial aid eligibility. FWS funding subsidizes our entire student employment budget and is not specific to each departmental budget.

International Student

Students require F-1 or J-1 visas to work legally in the United States.

Full-time Student

Students at Wittenberg who are enrolled in at least 12 credits hours. Allows eligibility for on-campus student employment.

Less than Full-Time Student

Students at Wittenberg who are enrolled in less than 12 credit hours. **Not** eligible for student employment EXCEPT for 2nd semester graduating seniors.

Graduate Student

Student at Wittenberg pursuing a graduate/ master's degree. **Not** eligible for employment through the Office of Student Employment. Graduate students should contact Human Resources for Graduate Assistant or other employment opportunities.

Termination of Employment

Involuntary end of employment due to disciplinary reasons initiated by supervisor. Progressive disciplinary process must have been followed with the exception of extreme circumstances. Documentation required to be submitted to the Office of Student Employment and Job Termination/Separation Form submission required by supervisor.

Separation of Employment

Voluntary end of employment initiated by student. Job Termination/Separation Form submission required by supervisor.

III. Supervisor Policies

a. Supervisor Training

All new student supervisors are required to meet with the Office of Student Employment for a training session to receive authorization to employ & supervise students. Returning supervisors are not required to receive this training but are welcome to schedule a refresher training session. Group sessions are available on request.

b. Supervisor roles & responsibilities

Supervisors have overall responsibility for student employees, including being the main contact with the Office of Student Employment. Supervisors will receive email notifications of important Student Employment information and updates. Specific responsibilities are as follows but are not limited to:

- Complete the new supervisor training and use available resources as needed.
- Comply with all state and federal laws and Wittenberg University policies surrounding hiring, employment, FWS, international students and workers' compensation.
- Post all student employment positions on Handshake for at least 10 days.
- Conduct any interviews and extend job offers.
- Once an applicant has accepted an offer for the position, the supervisor must inform the student to schedule an appointment with the Office of Student Employment to complete the federally required paperwork if they have not held a previous student employment position if they have not already done so during their time at Wittenberg.
- NEVER allow a student to begin work until the Office of Student Employment has confirmed the student has met all the legal requirements to become an employee. You will be notified by email when this verification is complete.
- Understand legal employment practices and the content of the Student Employment Policy Manual and educate students on its contents.
- Ensuring that student employees' schedules do not conflict with their class schedules.
- Provide effective training for new student employees in the skills and procedures necessary to perform the position. This includes consistent communication of expectations and department-specific policies. Establish dress code, attendance expectations, preferred communication methods, and call-out procedures.
- Provide accurate job descriptions to both students and the Office of Student Employment.
- Assign tasks that are essential to departmental operations. Encourage them to take initiative and gradually assume greater responsibility.
- Hold students accountable for attendance, timesheet accuracy and punctuality, and all other student employment guidelines.

- Uphold university-established payroll deadlines and approve timecards prior to deadlines. Supervisors have the authority to enforce earlier deadlines to allow for approval. Encourage students to submit their timecards after they work their last shift of the pay period.
- Notify student employees promptly if their performance is substandard and document these conversations. Create a plan to improve performance.
- Submit “Job Termination/Separation Form” if a student voluntarily leaves their position.
- Issue reprimands per the progressive disciplinary procedure as necessary.
- Ensure NO graduating student works past their last day of eligibility (day of Commencement).

c. Effective supervision

As role models, supervisors exemplify strong work habits, a commitment to excellence, and the importance of taking responsibility in the workplace. To be an effective role model, try to adopt the following traits in your interactions:

- **Be an example.** Model strong work habits through efficient, dedicated work practices. Let your own approach to daily work be an example from which students can learn.
- **Communicate expectations.** Communicate the job standards and expectations to your student employees. One can't assume that these are self-evident to the student, even though they may seem obvious to you.
- **Be flexible.** Understand that student employees are students first and employees second. Though it is important to have high standards on the job, it is also important to be flexible in accommodating academic obligations.
- **Train effectively.** Take time to train your students in important work skills, attitudes, and habits, such as perseverance, time management, phone skills, quality customer service practices, and handling difficult situations. This is the "common sense" from which success is made.
- **Be fair.** Supervisors who are too lenient are not doing students any favors. Campus jobs are real jobs. Treat student employees as you would like to be treated in each situation.
- **Give recognition.** When you see a student employee "going the extra mile," acknowledge this in front of other staff and peers. People need to feel appreciated.
- **Be an educator.** An on-campus job should be treated as an extension of the classroom. To the degree that we each contribute to the lives of others, we are all educators. Consider how you can contribute to the education of your student employees.

Supervisors are also in a unique position to demonstrate compassion for students in distress. As a supervisor, you may notice when a student employee seems to be having a difficult time. Sometimes students cannot or will not turn to family or friends in times of distress. Your expression of concern may be a critical factor in supporting a student’s academic career and their emotional well-being. If you have

a safety or well-being concern, please submit documentation on Pharos, which can be found on the Wittenberg Experience page.

d. Proxy requirement

Supervisors of student employees are required to set up a proxy. Proxies are able to approve student timesheets when the supervisor is otherwise unavailable (away from the office, on vacation, at a conference, etc.). Proxies are set up in Self Service. Supervisors with a large number of students under their supervision are highly encouraged to delegate a portion of their timecard approvals to a proxy. Keep in mind that anyone you assign as a proxy can see all timecards under your supervision, including professional staff members.

e. Budgeting

Each fiscal year, the budgets of many University departments include an allotment for student employment. The budget for total Student Employment is listed under the 50103 account number.

Departments are expected to consider both the number of positions and the pay rates of their student employees before hiring each year, and they are expected to monitor total earnings against the total fiscal year budget and make appropriate adjustments. For the purpose of monitoring earnings to compare to department budgets, it does not matter whether a student earns FWS or non-FWS wages.

f. Disciplinary process & termination of position

The Office of Student Employment requires a progressive discipline process when dealing with instances warranting disciplinary action. As the supervisor, you are responsible for bringing concerns to the attention of the student; efforts should be made to offer counsel and provide an opportunity for improvement. **All disciplinary actions, whether verbal or written, need to be documented and reported to the Office of Student Employment.** Consequences should be clearly communicated, and it is essential that you be consistent with all student employees. Please make sure your student employees are aware of your expectations and your disciplinary measures.

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
- Courtesy 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.

g. Documentation

If problematic behavior continues or significant incidents occur, it is important to document all the behavior or incidents and report to the Office of Student Employment, and if necessary, document a case in Pharos. It is also important to document any conversations, written or oral, that are had with the student worker about their performance. A good way to do this is to send a follow-up email to the student worker summarizing any oral conversations you have. Communication should always be shared with the Office of Student Employment. This includes any verbal or written warnings.

h. Student records maintenance

In the event of employment ending, please ensure that the student submits all times for the position during the applicable pay period and before the termination date of the student. Accurate records of the termination are crucial so that the student's job record can be updated. This date is used in later employment verifications from potential outside employers.

Supervisors may never complete employment verifications for either a current or former employee due to the sensitive information needed to provide a verification. All verification requests must be forwarded to the Office of Student Employment, whether it is a phone, email, or fax request. In the event the designated member of Student Employment is not in office, please send them to Human Resources.

i. Change in supervisor

If a student employee's supervisor changes, the Office of Student Employment should be notified as early as possible. If a supervisor's position is vacated during the student payroll period, timecards cannot be approved, which may result in the student's payment being delayed.

IV. Hiring Process

a. Student 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.

Seniors who graduate after spring semester are not eligible to work on campus after Commencement.

Incoming first-years can start working over the summer if they wish if they have submitted their deposit.

b. Students finding job opportunities

Wittenberg University makes every effort to provide employment opportunities for students, but students are responsible for finding a job. Supervisors are responsible for posting all open student employment positions to Handshake. Students can then apply to these postings through their Handshake account.

c. Posting a job & job descriptions

Supervisors must post all job vacancies on Handshake (including student promotions) to provide access and equity for all students and to achieve compliance with equal opportunity laws. Postings must be live for a minimum of 10 days. Supervisors may choose to keep a job opening posted longer up to the end of the academic year. This is recommended for programs that hire frequently, in mass quantities, or have high turnover. If you do not have employer access on Handshake, please contact careers@wittenberg.edu.

All postings on Handshake must include the following information:

- Job title (with the department clearly specified)
- **Job description**
 - Job summary: a description of how this position will contribute to the Wittenberg University mission, student learning and overall operations of the department

- Duties & responsibilities: describe what the student will be doing on the job. Please number or bullet point
- Qualifications: describe what the student needs to have prior to and as a condition of employment. Please number or bullet point
- Hours & compensation: this includes average amount of hours expected of student workers, wages per hour (by tier) and any benefits to working in this position
- Primary supervisor: list the person responsible for approving work and timecards
- Alternative supervisor: list the person responsible for approving work and timecards should the primary supervisor not be available
- Position type
 - Should always be “On-Campus Student Employment”
 - Never check “Work Study Program”
- Location requirements
 - Always “Onsite”
- Time requirements
 - Always “Part time”
- Employment duration
 - Always “Temporary or seasonal”- start and end dates are required of all on-campus employment positions. If you neglect to include this information, your posting will be delayed until Student Employment can confirm these dates
- Expected pay
 - Always “Exact Amount”- this is required for creating a timecard
 - Never select “Don’t show pay” with the exception of RAs
- Categorize your job
 - This is required by Handshake. It can sometimes be tricky to find a category for your position, so find one that fits best
- Work authorization
 - Choose “This job requires US work authorization”
- Major group and minimum GPA is optional depending on your needs
- Application duration
 - 30 days or custom
- Number of hires
 - This is not visible to students and only for your reference
- Additional required documents
 - It is highly recommended to have a resume and cover letter. This allows students to practice building these materials and gain confidence
- Job owner & Hiring Team members
 - It is highly recommended that to choose to “Send an email when a candidate applies”

i. Hiring of Faculty Aides

All Faculty Aide positions must be approved and hired through the Provost's Office. No exceptions will be made to this requirement. Faculty Aide positions posted or hired directly by individual faculty members will be declined, and the faculty member will be directed to contact the Executive Assistant in the Provost's Office for appropriate guidance.

d. Displacement of full-time staff or faculty

Student employee positions must not be created or utilized for the purpose of displacing, replacing, or reducing the hours of any full-time staff or faculty member.

e. Special skills recruitment

Every open student position must be posted to Handshake before hiring. For positions requiring highly specialized skills and experience, such as tutors or research assistants, supervisors may find they want to do more to attract the right student employees than simply post an open position on Handshake, but students with specialized skills are not exempt from the Wage Tier scale. You may opt to do the following to find these potential students with these necessary skills:

- **Office bulletin board:** Create a special eye-catching announcement somewhere in your office where students will see it. Be sure to explain the special skills or specific background required which will help them to understand why you are doing some special recruiting.
- **Classroom visits:** Think about whether students enrolled in a particular course or pursuing a particular major may have the knowledge and experience required. Ask the instructor for a few moments to address the class yourself or prepare a handout for the instructor to pass out with the link to the job at the beginning or end of the class.
- **Recommendations:** Ask your current student employees or fellow colleagues whether they know of other students who might be interested in the position you are trying to fill and encourage them to apply. They already understand the requirements of the position and can probably think of friends or classmates who could meet your needs.

f. Students interviewing students

While student employees may participate in other student candidate selection as a means of learning or leadership, such as in a managerial position, students may NOT unilaterally make hiring decisions on behalf of a supervisor. Moreover, any student participating as an interviewer for another student MUST have the responsible supervisor present for the interaction.

g. Onboarding process & required paperwork

The full hiring process flow is demonstrated below:



Important notes to remember:

- There are 2 hiring periods throughout each academic year
 - Summer: day after Commencement Day through day before fall classes start
 - Academic year (fall/spring): first day of fall classes through Commencement Day
- Advertising a job
 - Position postings are made through Handshake for a minimum of 10 days
 - Wittenberg is required to comply with Equal Employment Opportunity laws and the Fair Labor Standards Act. Failure to comply could result in charges of discriminatory hiring practices and liability assessed to the institution.
- All supervisors should notify all applicants in a timely manner regarding dispositioning or interviewing. Students want to find jobs quickly during a short period of time each semester. If your position is their first choice, they may hold out to hear from you and lose other valuable opportunities while they wait. If an applicant is not a good fit for your position, tell them as soon as possible so they can continue their job search.
- Conducting interviews
 - Supervisors are not required to interview applicants for student employment positions. However, interviewing is highly recommended. The supervisor should decide if an interview is necessary and/or beneficial based on the nature of the position and level of responsibility. Once the decision is made, it should be consistently applied to all applicants for the same position to avoid the perception of unfairness in employment practices.
 - Supervisors should 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 to evaluate each applicant consistently.
- 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.
- 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. **Supervisors are required and expected to delay start dates until Student Employment confirms that students can start.**

i. **New I-9**

I-9 Forms will be carried forward to the next year as long as the student has not had a break in enrollment. Students that have breaks in enrollment will need to complete a new I-9 Form. Studying abroad does not apply to this situation.

h. **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.

i. **Spring semester to Fall semester rehiring**

Previous student employees may be rehired through the rehiring process each spring. Rehire Rosters are sent to every department each March/April, allowing supervisors the opportunity to rehire students for the fall semester.

If the student is not rehired through the Rehire Roster, the student will need to be rehired through a new job posting on Handshake.

V. Payroll & Timecards

a. Recording time & time approval

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. If you are paid hourly, you must submit a completed time sheet for your supervisor to review and approve by each deadline. 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.

Timesheets must be submitted to the supervisor by the last day of each pay period to allow supervisors enough time to review and approve hours. Failure to submit/approve timesheets on time will cause a delay in students' pay.

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.

b. Scheduling

During the hiring process, it is important to share with your new hire the scheduling expectations that are required for the position for which they are being hired. It is highly recommended to ask a student for a class and extracurricular schedule and determine availability prior to giving a job offer. Do this early in the process and be sure they understand the hours they are expected to work, what is expected of them if they are late, or need to call off due to being sick or how you want them to approach schedule changes. Students are restricted by federal law from working during scheduled class times. Infractions can result in immediate termination.

c. Hourly rate & minimum wage

Student wages are set based on a tier system. Supervisors should take into account their available student employee budget and the type of work involved. Wages should be set based on the type of work, not on class status.

The Ohio State Minimum Wage may be increased each year by the rate of inflation and shall be calculated using the consumer price index. The new minimum wage rate will take effect in January every year. Student Employment will automatically

increase a wage tier pay rates based on the new minimum wage each January. Student Employment will notify the campus when the minimum wage is increased and inform supervisors of the new wage tier rates.

d. Job classification & Tier determinations

Most student positions are non-exempt. The Fair Labor Standards Act (FLSA) only allows for two types of student jobs to be paid by salary, which we call a stipend: Resident Advisors and Research Assistants. Please verify that a Research Assistant position qualifies to be paid a stipend by contacting the Office of Student Employment before offering a position.

For purposes of job review and determining wage level, these factors may be broken down into these elements: Previous experience required, licensing or certification required, complexity of general duties, decision making, technical complexity, supervision received, supervision provided and job context.

- Tier I: Performs routine tasks as assigned with simple to moderate difficulty. Work entails well-defined procedures--some guidelines. The student will be continually supervised and have no decision-making purview--May have some decision-making authority.
- Tier II: Requires special skills, knowledge, or abilities. Work entails general guidelines. The student will have limited supervision and will have some decision-making authority.
- Tier III: Requires advanced specialized skills or abilities. Tasks may be difficult and complex in nature. The student will have minimal supervision. They will make decisions and act independently.
- Tier IV: **Only by Office of Student Employment approval.** Requires highly advanced specialized skills or abilities. Tasks may be difficult and complex in nature. The student will have minimal supervision. They will make decisions and act independently.

e. Shift differentials

Shift differentials are not considered for student employment. Students should be paid the same hourly wage regardless of when they work.

f. Work hour limits

It's important to note that 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 the

supervisors will need to coordinate so that the student's total on-campus employment does not exceed these maximums.

g. Class/work overlap

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.

h. 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.

i. 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:

1. Student's name & ID number.
2. Dates worked with Start Time and End Time as well as the total number of hours worked each day.
3. Job Title for the missed hours being reported.
4. Supervisor must be Cc'd on this email.
5. 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.

If a student reaches out to the supervisor prior to the approval deadline, they must add the hours to the student's timecard and submit their approval.

This should not be a common occurrence. It is the responsibility of the supervisor to hold their employees accountable in making sure they are completing their responsibilities as an employee. It puts extra work on everyone involved to add

hours later and risks the delay of payment for the student. If a student habitually neglects to submit their timecards, appropriate disciplinary action must be taken.

j. Break periods

For Student Employment purposes, break periods are defined as winter, spring, and summer. During these times, students are eligible to work up to 37.5 hours per week.

For winter and spring breaks, separate timecards will not be created, but Student Employment will need a record of students who have permission to submit timecards. Supervisors will be required to submit a Microsoft Form for each student who will be working over these break periods. Separate timecards are not required due to tax exemption laws; breaks less than 5 weeks do not require FICA and Medicare taxes.

k. 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.

l. FICA Exemption

FICA tax will be withheld for students enrolled in less than 6 credit hours. Students enrolled in 6 or more credit hours will remain exempt from FICA taxes during their enrollment, regardless of if it is during the academic year or summer.

m. Federal Work Study

Federal Work-Study (FWS) is a federally funded, need-based student aid program. Students who file a Free Application for Federal Student Aid (FAFSA) on an annual basis, demonstrate financial need, and are awarded Federal Work-Study eligibility by the Office of Financial Aid can work as part of the Federal Work-Study program. Students are notified of their eligibility in an award letter from the Office of Financial Aid.

n. 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.

o. Ending a student's timecard

Supervisors are responsible for reporting to Student Employment if a student leaves their position for any reason. The [Job Termination/Separation Form](#) must be completed in a timely manner, which serves as the official documentation required by the Office of Student Employment to end a timecard.

p. 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.

If the student is absent due to uncontrollable circumstances and is unable to notify you, 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 your written office policy.

q. 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 a student expresses concern about lost wages, supervisors should feel empowered to come up with solutions such as assigning a task or project that may be completed remotely (in accordance with Wittenberg policy) or scheduling make-up shifts once the university reopens.

r. Legal holidays

Student employees are not required to work on legal holidays and official Wittenberg holidays and are not entitled to special holiday pay. However, many University departments do remain open on certain holidays, and consequently you may need to schedule students to work. You must notify the student in advance when they are scheduled to work on a legal or University holiday. The student has the option to decline to work on designated holidays. Students who choose to work on legal or Wittenberg holidays are paid at their normal hourly rate.

s. Alternative payment

No forms of alternative payment, such as meal vouchers, gift cards, Witt Gold, 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.

t. Use of earning

All student employees receive bi-weekly paychecks that can be used however they wish. Most students use their earnings for personal expenses or transportation costs. Their pay can also be applied directly to their student account through a pay allocation. This can be established through the Office of Student Employment.

VI. Student training procedures

a. Student orientation

As a supervisor, you should develop a structured training program that equips them with the knowledge and skills needed to perform effectively. A strong start sets the foundation for student success and confidence in their role. All job-related training must be paid; providing students with academic credit or other benefits for training in lieu of financial compensation is not permitted.

Samples of onboarding/training schedules can be found on the Student Supervisor Resources page online.

b. Student responsibilities

Student employees are responsible for the following:

- Completing all onboarding paperwork with the Office of Student Employment upon hire and **prior to working any hours.**
- 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 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.

c. Confidentiality & FERPA

Depending on job duties, students may have access to sensitive, personal, or confidential information. Examples of this type of information 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

Supervisors should clearly explain to student employees what can be shared and with whom (other students, other staff, the public, etc.) and what should remain confidential. If a student employee shares information inappropriately, it is ground for termination. Consider having your student employees sign a Confidentiality Agreement. Samples are available from the Office of Student Employment.

d. Safety orientation

It is important for student workers to understand your building's safety protocols such as the location of the First Aid Kit, AED and fire extinguishers, as well as the procedures for Fire Drills and Emergency Alerts. Work with Campus Safety and Health to create a plan and make sure your student workers are prepared for an emergency.

VII. Student policies

a. Policies by position

Student employment allows each office/department to create its own policies by position such as attendance expectations, scheduling expectations, dress codes, codes of conduct, and computer use policies. All student worker policies should be consistent with the Student Employment Policy Manual.

b. 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.

i. Academic eligibility

Some roles may have specific academic eligibility requirements to fulfill the duties necessary. There is not overall eligibility requirement for on-campus student employment.

ii. Graduated students & grad students

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 get in 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.

c. 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 supervisor hiring an international employee who has not worked on campus before should expect a delay of up to a month in a student's start date while the student waits 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. While it is the student's responsibility to adhere to the correct number of weekly work hours, supervisors are encouraged to assist in this effort as they determine work schedules. Any international student worker 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.

d. Break periods

For Student Employment purposes, break periods are defined as winter, spring, and summer. During these times, students are eligible to work up to 37.5 hours per week.

For winter and spring breaks, separate timecards will not be created, but Student Employment will need a record of students who have permission to submit timecards. Supervisors will be required to submit a Microsoft Form for each student who will be working over these break periods. Separate timecards are not required

due to tax exemption laws; breaks less than 5 weeks do not require FICA and Medicare taxes.

e. 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 the following fall semester OR they are graduating 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.

f. 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.

g. 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.

h. 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](#)

i. 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; and
- Paid for receiving instruction in a classroom, laboratory, or other academic setting.

*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.

j. 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.

k. 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.

l. Travel policy

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.

m. 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.

n. 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.

o. 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 chancellor (or other individual reporting directly to the chancellor). Within 15 working days of receipt of the grievance, the appropriate vice chancellor (or other individual reporting directly to the chancellor) shall conduct an investigation concerning the grievance and render a decision in writing. This is the final appeal, and the decision rendered stands.

p. Resignation

Student workers may resign from their employment at their own discretion.

Reasons for a student's resignation include but are not limited to:

- Course work overload
- Class scheduling conflicts
- Better job opportunity
- Co-op or internship opportunity
- Conflict with supervisor or co-workers
- Personal reasons

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.

q. 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.

r. Performance evaluations

Continuous feedback is an important part of the Wittenberg Student Employment. It provides supervisors and students with opportunities to improve their work experiences and influence their work environments. Supervisors should see that student employees receive and review a thorough job description upon hire to understand what is expected of them.

Evaluations should be reviewed with student workers as a way of giving feedback and constructive criticism. This can help them understand their strengths and weaknesses and develop appropriate work habits and attitudes. Together with ongoing feedback, the evaluation is one of the most important elements in a meaningful work experience for students. Performance evaluations should take place at the end of each academic year and upon the end of employment for each student employment position. They need to be turned into the Office of Student Employment for record keeping. Students should ask their supervisors for a copy of their evaluation for their personal files.

If a student is not meeting expected performance standards, you are responsible for addressing your specific concerns with the student, initiating a conference, and recording the problem and results. Progressive discipline must be used where applicable, including a verbal warning, written warning, and finally, termination if the seriousness of the offense warrants it.

VIII. Legal policies

a. 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.

b. 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.

c. 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.

i. 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).

d. Accommodations

Wittenberg is committed to providing reasonable accommodations that will permit the employee to perform the **essential functions**, or basic job 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 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 s/he holds or seeks, 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 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 of the Disability Resource Office. 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 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.

e. 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.

f. 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.

g. 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.

h. 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.