



## Student Employee's Rights and Responsibilities

# HANDBOOK

This is to welcome you as a student employee of Central Michigan University. You will be performing work that is important to students, faculty, staff, and the university. To function as an integral part of the university, it is important you clearly understand the rules and regulations applying to all student employees.



HUMAN RESOURCES

**STUDENT EMPLOYMENT**

CENTRAL MICHIGAN UNIVERSITY

**(989) 774-3881**

**Bovee UC, Office 121**

**[StuEmpl@cmich.edu](mailto:StuEmpl@cmich.edu)**

## SUPERVISION

Student employees are expected to report to their assigned supervisor at the beginning of each work shift. Students will be assigned to a particular area of the department and will be responsible to the individual in charge of that area for the duration of their assigned tasks.

If a problem arises between a student and supervisor, the student and/or supervisor should attempt to resolve the problem. Students or supervisors who cannot resolve the difficulty should bring the problem to the attention of the supervisor's supervisor.

## WORK SCHEDULE

Student employee work schedules will be determined each semester per the student's class schedule. Students are not allowed to work during their scheduled class times.

Work schedules will be determined by personnel needs within each section. Consideration will be given to special circumstances when possible. When setting up work schedules, students should plan to be available to work whenever they are not in class. Students are expected to plan their studies, projects, and extra-curricular activities around both their class and work schedules.

## ILLNESS OR OTHER EMERGENCY

In the event of illness or other emergency, students must notify their workplace for each scheduled work period. If the student knows in advance that he/she will be out for several days, the student should communicate that information to the appropriate supervisor as soon as possible.

## TIME CLOCKS AND TIMESHEETS

Students are expected to clock in at the beginning of their shift and clock out at the end of their shift on the current university time clock system.

In rare circumstances, students must complete a timesheet each pay period, sign, and obtain the supervisor's signature. Timesheets should be updated at the end of each work shift; enter exact hours worked to the quarter (1/4) hour. If a student fails to update the timesheet for a scheduled work period, payment for those hours will be delayed.

## WORK ELIGIBILITY

Citizen students may work forty (40) hours per pay period during the Academic Year. International students may work 20 hours per week. During the summer sessions, both citizen and international students may work 40 hours per week (80 hours in a two week pay period). Work-study students may have limits on their maximum hours of work because of their work-study eligibility. The hours of General Student Assistance (GSA) students may be limited by the availability of department funds.

Student employees must meet minimum credit hour requirements to be eligible for on campus employment.

Undergraduate students: minimum 6 credit hours

Graduate students: minimum 5 credit hours

International undergraduate students: minimum 12 credit hours

International graduate students: minimum 9 credit hours

All students are FICA exempt if they meet the above credit hour requirements. Students who work during the summer are not FICA exempt unless they are enrolled in the minimum credit hours listed above for the summer session.

## **WORK ELIGIBILITY (CONTINUED)**

Students are required to visit the Student Employment Services office in the Bovee UC 121 prior to beginning work in order to fill out the necessary paperwork to obtain their Red Hire Card. Students will need to present certain documents in order to complete the I9, Federal and State W-4 forms. **Due to federal regulations, SES must see the physical, current, non-expired, original documents; photos, scans, or other unofficial replications are not permitted to be used.** Acceptable documents include the CMU ID paired with a birth certificate or social security card, a U.S. passport, or other documents permitted by the United States Citizenship and Immigration Services. Please contact SES at 989-774-3881 for a complete listing of acceptable documents.

Central Michigan University respects and honors the right of each person to terminate his or her employment at any time and for any reason. The University retains the same right in terminating the employment of a student at any time.

Students and supervisors must closely monitor the student's work-study eligibility. Supervisors have the responsibility to ensure that students do not exceed the employment eligibility dollar amount.

## **DRESS CODE**

While the University does not have a formal dress code for students, student employees are expected to dress professionally as it relates to the area of the University for which they are working. Please keep in mind that impressions of an office are often formed through the dress and manner of its employees. Students inappropriately attired may be asked to leave and return with appropriate clothing.

## **WORK EXPECTATIONS**

Students should understand that assignments are expected to be completed in a timely and professional manner. Social conversations should be kept to a minimum, and calls and visits from friends are discouraged during work hours. Students who are scheduled to work a four (4) hour time block are eligible for a fifteen (15) minute break. Breaks cannot be saved to accumulate a larger block of time. Student employees who are working for more than six hours at a time should be provided a minimum of one-half hour unpaid meal break around the normal meal period.

In the event of a university closure due to inclement weather or any other unexpected reason, student employees are not eligible to be paid for the time lost. In addition, student employees are not eligible for holiday pay during scheduled closures.

## **PERFORMANCE EVALUATIONS**

Students' performance may be evaluated each semester. The evaluation may cover some or all of the following areas: punctuality, dependability, quality and quantity of work, work attitude, ability to work with others, employee relations, integrity, ability to carry out responsibilities, and initiative. The student will receive a copy of the evaluation for their files. A copy will also be sent to Student Employment Services as part of the student's permanent employment record.

## **SAFETY AND INJURIES**

Employee safety is a main concern of Central Michigan University. Therefore, all University employees must obey all safety procedures, guidelines, and standards while performing any work for the University. Employees must attend any training seminars or programs that are required by Central Michigan University or state and federal laws. It is also the responsibility of each employee to report any condition that may cause personal injury or property damage.

Any injury that occurs at work, no matter how slight, or any accident that causes damage to property must be reported to the immediate supervisor in charge.

# **CONFIDENTIALITY**

Students should understand that all materials handled are strictly confidential and cannot be discussed outside the workplace or with other students employed in the workplace except in the completion of an assigned task.

Central Michigan University HIPAA workforce members are required to complete all assigned HIPAA Trainings in accordance with the workforce clearance requirements of HIPAA Policy 12-8. Student employees may be required to complete this training. Check with your supervisor for more information.

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. Please visit the CMICH website for more information on those rights:  
<https://www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Confidentiality.aspx>

# **TITLE IX**

Title IX of the Education Amendments of 1972 is a federal law that protects people from discrimination based on sex in education programs or activities that receive federal financial assistance in order to assist in the prevention or the recurrence of Sexual and Gender-Based Misconduct, remedy its effects, promote safety, and deter individuals from similar future behavior.

Due to the nature of their positions, some student employees are classified as 'designated officials' under CMU's Sexual and Gender-Based Misconduct policy. A designated official is an individual who, when they are notified of any sexual and gender-based misconduct, is required to immediately report the information to the Title IX Coordinator or designee. Student employees should consult with their supervisors to establish if they fall under this classification, however specific employees of the following departments or areas are named specifically as designated officials in the CMU's Sexual and Gender-Based Misconduct Policy:

- ▶ Athletics Staff and Volunteers
- ▶ CMUPD Employees
- ▶ Residence Life Staff (including Peer Advisors and Residential College Staff)
- ▶ Student Supervisors

All students are required to complete the Everfi training on sexual and gender-based misconduct. The Office of Civil Rights and Institutional Equity (commonly referred to as OCRIE) will notify students who need to complete this training. Students can verify that their training is complete by logging into their Central Link account and navigating to 'My Account'. You will find the Everfi Online Training section under the 'Around Campus' section.

For questions, please contact CMU's office of Civil Rights and Institutional Equity in the Bovee University Center, Room 305, or by phone at 989.774.3253 or by email at [OCRIE@cmich.edu](mailto:OCRIE@cmich.edu).

# **STATEMENT OF UNDERSTANDING**

By signing my name below, I attest that I have read and understand all parts of the document prior and agree to adhere to all guidelines set forth therein

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Signature of Student Employee

Date

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Signature of Supervisor

Date