



Student Employee HANDBOOK

Welcome to student employment at Central Michigan University. Student employees play an important role in supporting the university and the students, faculty, and staff it serves.

This handbook outlines the policies, procedures, and workplace expectations that apply to student employees. Students are responsible for understanding and following these guidelines throughout their employment at CMU.



HUMAN RESOURCES

STUDENT EMPLOYMENT

CENTRAL MICHIGAN UNIVERSITY

(989) 774-3881

Bovee UC, Office 121

StuEmpl@cmich.edu

START HERE: WHAT TO KNOW BEFORE YOUR FIRST SHIFT

If this is your first job, use this page as your quick reference. Your supervisor and Student Employment Services are resources when you have questions.

1. Complete employment requirements Visit Student Employment Services in Bovee UC 121 before you begin work. Complete the required employment paperwork and obtain your Red Card.	2. Know your schedule Your work schedule is based on your class schedule and department staffing needs. You may not work during your scheduled class times.
3. Record every shift Clock in at the beginning of your shift and clock out at the end using the university time clock system. In rare cases, a timesheet may be required.	4. Communicate early If you are sick, have an emergency, or have a workplace concern, contact the appropriate supervisor as soon as possible.

Important: Do not begin work before you receive your Red Card.

SES must see your original, physical, current and unexpired documents to complete required employment forms. Screenshots, photocopies and other unofficial replications cannot be accepted.

Student employment terms

Term	What it means
SES	Student Employment Services, the office that supports the student hiring process and employment requirements.
Red Card	The hire authorization card you receive from SES after completing the required employment paperwork.
Form I-9	The federal form used to verify identity and authorization to work.
GSA	General Student Assistance. A funding source departments use to pay student employee wages from their own student employment budget. Students do not need a Work-Study award to be paid through GSA.
Work-Study	A student employment funding source available to students who have been awarded Work-Study through financial aid. Work-Study funds help pay the student's wages up to their approved award amount.
FICA	Federal payroll taxes that fund Social Security and Medicare. Student employees may be exempt from FICA taxes when they meet CMU's enrollment requirements for student employment.

BEFORE YOU START WORKING

Before beginning work, student employees are required to visit Student Employment Services in Bovee UC 121 to complete the necessary employment paperwork and obtain a Red Card.

To complete Form I-9 and federal and state W-4 forms, SES must see physical, current, unexpired, original documents. Screenshots, photocopies and other unofficial replications cannot be accepted.

Common document combinations

- A U.S. passport, or
- A photo ID paired with a Social Security card, or
- A photo ID paired with a birth certificate, or
- Other documents permitted by United States Citizenship and Immigration Services.

Contact Student Employment Services at (989) 774-3881 for a complete list of acceptable documents.

WORK ELIGIBILITY AND HOUR LIMITS

Student type	Academic year	Summer sessions
Domestic students	Up to fifty (50) hours per pay period	Up to 40 hours per week, 80 hours in a two-week pay period
International students	Up to 20 hours per week	Up to 40 hours per week, 80 hours in a two-week pay period

- └ Students and supervisors must closely monitor Work-Study eligibility. Supervisors are responsible for ensuring that students do not exceed their employment eligibility dollar amount.

Minimum enrollment requirements

Student classification	Minimum credit hours
Undergraduate student	6 credit hours
Graduate student	5 credit hours
International undergraduate student	12 credit hours
International graduate student	9 credit hours

- └ Student employees must meet the minimum credit hour requirements above to be eligible for on-campus employment. Students who meet these requirements are FICA exempt. 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.

Ending student employment

Central Michigan University respects the right of each student employee to end their employment at any time and for any reason. The university retains the same right to end a student employee's employment at any time.

YOUR SUPERVISOR AND WORK SCHEDULE

Supervision

Student employees are expected to follow the direction of their supervisor or other designated staff members and complete assigned work responsibly. Departments may have different procedures for reporting to work, receiving assignments, and communicating with supervisors.

If a concern arises between a student employee and supervisor, both parties are encouraged to address the concern directly when appropriate. If the concern cannot be resolved, the student employee may contact the supervisor's supervisor or Student Employment Services for guidance.

Work schedule

Your work schedule will be determined each semester based on your class schedule and the staffing needs

of your department. You are not allowed to work during your scheduled class times. Departments will consider special circumstances when possible. Once your work schedule is established, you are expected to plan your studies, projects and extracurricular activities around both your class and work schedules.

IF YOU ARE SICK OR HAVE AN EMERGENCY

If you cannot report to work, contact your workplace for each scheduled work period.

If you know in advance that you will be out for several days, tell the appropriate supervisor as soon as possible. Student employees may be able to use Earned Sick Time, if available. Talk with your supervisor about whether Earned Sick Time is available and how to use it.

RECORDING YOUR WORK TIME

Clock in at the beginning of your shift and clock out at the end of your shift using the current university time clock system.

In rare circumstances, you may be required to complete a timesheet for each pay period. If a timesheet is required, your supervisor will assist.

YOUR RESPONSIBILITIES AT A GLANCE

- Report to work on time and follow your established schedule.
- Complete assigned work in a timely and professional manner.
- Communicate with your supervisor when you have a question, scheduling issue or workplace concern.
- Record all work time accurately.
- Follow department expectations, safety requirements and confidentiality rules.

WORKPLACE EXPECTATIONS

Dress and appearance

The university does not have a formal dress code for student employees. You are expected to dress appropriately for the area of the university where you work. Your department may have work-specific clothing or safety requirements. If you are unsure what is appropriate, ask your supervisor. Student employees who are inappropriately dressed for their work area may be asked to leave and return in appropriate clothing.

Professional conduct

Complete assignments in a timely and professional manner. Keep social conversations to a minimum during work hours. Calls and visits from friends are discouraged while you are working.

Breaks

Length of work period	Break guidance
Four (4) hour time block	Eligible for one fifteen (15) minute paid break. Breaks cannot be saved or combined to create a larger block of time.
More than six (6) hours at a time	A minimum one-half hour (30 minute) unpaid meal break should be provided around the normal meal period.

University closures and holidays

If the university closes because of inclement weather or another unexpected reason, student employees are not eligible to be paid for time lost due to the closure. Student employees are also not eligible for holiday pay during scheduled closures.

SAFETY AND INJURIES

Employee safety is a primary concern of Central Michigan University. Follow all safety procedures, guidelines and standards while performing work for the university. You must attend any training seminars or programs required by CMU or by state and federal law.

Report any condition that may cause personal injury or property damage.

Report injuries and accidents immediately.

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

CONFIDENTIALITY AND REQUIRED TRAINING

Materials and information you handle through your job might be confidential. Do not discuss confidential information outside the workplace or with other student employees unless sharing the information is necessary to complete an assigned task.

HIPAA

CMU HIPAA workforce members are required to complete assigned HIPAA training in accordance with the workforce clearance requirements of HIPAA Policy 12-8. Student employees might be required to complete this training. Check with your supervisor for more information.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives students certain rights regarding their educational records. Visit the CMU Registrar's Office website for information about FERPA and confidentiality requirements.

TITLE IX AND GENDER-BASED MISCONDUCT

Central Michigan University is committed to equal educational and employment opportunities and to the elimination of all forms of prohibited discrimination.

Title IX and other federal and state laws collectively prohibit discrimination on the base of sex. These laws impose legal requirements and protections that serve as a foundation from which CMU has created policies, procedures, and educational programs that advance CMU's commitment to institutional equity.

CMU's Sexual and Gender-Based Misconduct Policy prohibits:

- Dating Violence;
- Domestic Violence and Intimate Partner Violence;
- Gender-Based Harassment;
- Sexual Assault;
- Sexual Exploitation;
- Sexual Harassment;
- Stalking; and
- Title IX Sexual Harassment
- Related Retaliation.

The Sexual and Gender-Based Misconduct Policy applies to all CMU faculty, staff, and students regardless

of sex, gender, gender identity, gender expression or sexual orientation. Questions about Title IX be directed to CMU's Office of Civil Rights and Institutional Equity, Bovee University Center, Room 305, (989) 774-3253, OCRIE@cmich.edu.

STATEMENT OF UNDERSTANDING

By signing below, I acknowledge that I have received and read the Student Employee Handbook. I understand the guidelines and expectations that apply to my student employment and agree to follow them.

Student Employee Name

Student Employee Signature

Supervisor Signature

Department

Date

Date

Questions?

Contact Student Employment Services at (989) 774-3881 or visit Bovee University Center, Office 121.