

STUDENT EMPLOYMENT HANDBOOK

A Guide for Students

Franklin Pierce University

Student Employment Vision Statement

Franklin Pierce University, as an academic institution, is a place where all members of the community are involved in the learning process, and the concept of service to others is taught as well as lived. The student employment program at Franklin Pierce assists students in the development of intellect and character by linking foundational expectations and goals with both the vision and mission of the University. Recognizing that the paramount charge of the University is to develop citizens of conscience for the next century, the student employment program is supportive of this noble effort in several key ways.

Through an educational and work environment of clear standards and high expectations, students are given opportunities to develop or further refine good work habits, to gain leadership skills and to form habits of thought and conduct which promote intellectual and personal growth. The student employment program at Franklin Pierce provides a supportive and mentoring professional environment through which students are challenged to succeed. With the financial assistance offered in the student employment program, students are afforded opportunities to earn funds for educational expenses and to develop positive money management skills. Students learn the value of community through work in on-campus positions as well as through the Community Service program.

Student Employment at Franklin Pierce University

The Office of Student Financial Services serves as a clearinghouse for all types of on-campus student employment. The student employment program at Franklin Pierce University offers the student an opportunity to earn funds through meaningful work experiences. The student employment program employs approximately 600 students each year. Students may receive an award of "Federal Work-Study" as part of their financial aid package. Federal Work-Study means that the Federal government contributes part of the hourly wage. Federal Work-Study awards are reserved for students with the highest demonstrated financial need.

Federal Work-Study is awarded as part of a financial aid package and a student is awarded a specific dollar amount. This amount is the maximum that may be earned Federal Work-Study in the academic year. The average student employment award is \$1500 per year, which enables a student to work approximately 10 hours each week that classes are in session. Unlike scholarships, grants and loans, which are credited directly to the student's account, student employment is not. Upon arriving on campus, a student with an Employment award begins looking for a job by consulting the job bulletin board on [eRaven](#) and applying directly to the on-campus employer. Minimum wage starts at \$7.25. Students are paid every two weeks by direct deposit in the student's personal Bank Account.

There are a limited number of jobs available on campus to students who have not been awarded Work-Study or Student Employment as part of a financial aid award. Preference in hiring is given to students with Employment awards. Interested students should check with the Office of Student Financial Services for details. An award of student employment indicates eligibility to apply for a campus job, but is not a guarantee of employment.

Students locate jobs by consulting the "Jobs Board", located on [eRaven](#) . Jobs are located in virtually every office and department across campus.

Questions about the student employment program may be addressed to the Office of Student Financial Services at 1-877-372-7347 or 603-899-4180. Email inquiries may be addressed to: Cindy Freda, Assistant Director of SFS, fredac@franklinpierce.edu.

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What is Student Employment?

Student employment is a way for students to earn money while gaining valuable knowledge and skills through a variety of on-campus employment opportunities. Students are employed in nearly every office and department at Franklin Pierce. We hope that you find your student employment experience to be enjoyable and educational. If you have any questions about student employment, please be sure to visit or call the Office of Student Financial Services in Rindge Hall.

Who is eligible for student employment?

Students generally, receive an award of "Federal Work-Study" (FWS) as part of their financial aid package. Federal Work-Study is where the Federal Government contributes a portion of the hourly wage. Federal Work-Study awards are reserved for students with the highest demonstrated financial need.

If you have received a student employment award, you are eligible to apply for an on-campus job.

If you have not received an award of student employment, you may be eligible to apply for an on-campus job. You will not be permitted to work in the Community Service Office. Please contact the Office of Student Financial Services for eligibility.

What forms do I need to complete?

Prior to beginning your job search, you must complete all appropriate paperwork on-line [eRaven](#) or in the Office of Student Financial Services, Rindge Hall. If you are an international student, you must complete all appropriate paperwork in the Accounting Office with Kathleen Mahoney ext 4246 in the DiGregorio building. **YOU CANNOT BEGIN EMPLOYMENT UNTIL ALL FORMS HAVE BEEN COMPLETED.**

- **I-9 form** – This verifies your eligibility for employment. You must present a photo ID (such as a driver's license) and one of the following: original Social Security card, certified copy of birth certificate, or current passport.

- **W-4 form** – This allows Federal withholding taxes to be withheld correctly from your pay.

Note: You cannot claim 'exempt' on line 7 if: **(a)** your income exceeds \$850 and **(b)** another person can claim you as a dependent on their tax return.

- **Direct Deposit Form** - The University operates on a direct deposit system. In order for your earnings to be deposited, you must have an open checking or savings account. Please provide a voided check or deposit slip.

- **Work Authorization Form (Work-paper)** after completing the above you will be given a Work-paper from the Office of Student Financial Services. If you are an international student, you will be given a Work-paper from the Accounting Office. This form identifies you to prospective employers as being eligible for employment. You will take this form to the on-campus employer or supervisor. If you are hired, they will complete a section of the form and ask you to return it to the Office of Student Financial Services. If you are a hired international student, you must return the completed form to the Accounting Office. If you have more than one job you will need a separate Work-paper for each job you have.

How do I apply for a Job?

Please be aware that it is your responsibility to locate a job. While most students who are interested in working are successful in securing a campus job, an award of student's employment does not guarantee that you will secure one. It is your responsibility to apply for those jobs that interest you. The Office of Student Financial Services will, of course, be happy to assist you in your job search efforts.

You should begin your job search by consulting the "Jobs Board", on-line on [eRaven](#). Once you locate the job that interests you, please contact the person listed on the job posting form.

Be aware that some departments conduct interviews for jobs. You may be scheduled to meet with one or more people in the department. Also be aware that some departments have specific scheduling needs. Be certain that you discuss your schedule and available work hours with your potential supervisor.

I've gotten a job. Now what?

- **Work Schedule** – Your supervisor will set up a work schedule for you. Make certain that you are aware of your scheduled work hours. As with any job, you are expected to work the hours that have been agreed upon. If you find that you are unable to keep your schedule due to illness or some other reason, please inform your supervisor. Also discuss with your supervisor expectations for your work attendance during test periods and final exams. If you find that you must terminate your job, please give at least two weeks notice in order to allow the department time to hire another person.

- **Earnings Limits** – The Federal Work Study award will indicate the maximum amount you can earn between ALL on-campus jobs. You and your supervisor will arrange a work schedule that does not exceed this authorized maximum number of hours. If you regularly exceed this schedule, you risk using your entire employment allotment before the end of the year. The Office of Student Financial Services monitors student work earnings and will notify you and your supervisor if your allocation has been reached prior to the end of the year. Students who reach their maximum earnings prior to the end of the school year may be required to stop working. For this reason, it is important to be aware of your weekly work schedule and cumulative school year earnings.

- **Training** – Some departments require training or orientation. In general, you will be paid for the time you spend in these activities. Some departments may require you to pay for the cost of the training itself.

▪ **Customer Service** – Be aware that you are a representative of the University in your job role. Your department will instruct you in the importance of maintaining effective customer service attitudes. As such, your attitude and dress are very important in projecting a positive image of the University. Remember, every person that you meet in your job role, whether he or she is a student or faculty or staff member, is a customer of the department in which you work.

▪ **Business use** - During the hours that you are scheduled to work, social or personal visits or telephone calls must be kept to a minimum. Use of any office telephone or computer must be reserved for business reasons only and unauthorized use may be grounds for termination.

▪ **Drug-Free Workplace** - The University observes a strict drug-free workplace policy. We have attached a copy of this policy to this handbook.

▪ **Confidentiality** – The University also observes federal confidentiality guidelines. Be aware that in your job you may be dealing with confidential family or personal information. Make certain that you are aware of the University's confidentiality policy and any specific policies set forth in individual departments regarding release of confidential family information.

▪ **Job Standards** – You are required to maintain standards of appropriate behavior and job performance. Violation of these standards may result in termination from your job. Grounds for termination may include (but are not limited to):

- Excessive absences or absence without informing your supervisor
- Unauthorized access to or release of confidential information
- Abusive or harassing behavior
- Evidence of drug use
- Actions which endanger the welfare of yourself or others
- Unauthorized use of University property
- Falsification of timecard (including reporting hours not worked, forgery of supervisor signature, or departmental account code)
- Falsification of Work Authorization form
- Working without appropriate documents completed (I-9, W-4, Work Authorization)
- Unsatisfactory work performance

How do I get paid?

You will keep track of your earnings on a time card (see below on how to properly fill out your timecard). You are paid every two weeks by direct deposit to your checking or savings account. You must have an open account in order for your earnings to be deposited. The Payroll Department (located in DiGregorio) publishes a payroll schedule prior to the beginning of the school year. It is your responsibility to be aware of the payroll deadlines.

In order to be paid on time:

- You must turn in a completed Work Authorization Form (Work-Paper) to the Office of Student Financial Services prior to 12:00 noon on the Thursday prior to payroll week (this applies to the first payroll of the year or the job).
- Your supervisor must turn in completed, signed timecards to the Payroll Department by 9:00 am on Monday of payroll week. You must provide your supervisor with your completed timecard prior to this time.
- Minimum Wage rate \$7.25

How to fill out Timecards

The following numbers below correspond to the numbers on the attached sample timecard sheet.

Employee Number: This number is assigned by payroll and is pre-printed on your timecard. If for some reason your employee number is not on your timecard, Payroll can supply that information for you.

Period Ending Date: This is the date of the last day of the pay period. **DO NOT** enter any dates worked after this date.

Name: Your full name is pre-printed on the timecard. If it is not, please make sure you fill out your first and last name.

Department Number: The department account number you are working for is pre-printed on your timecard. If the department number is not there, your Supervisor will be able to tell you what it is. ****FOR STUDENTS:** If you have more than one job, you need a separate timecard for each job.**

NOTE: Please *DO NOT* write any information in the top portion of the timecard other than what is needed. Numbers 1-4 above are pre-printed on your timecard and provides all the information necessary to process your information. Please *DO NOT* write your social security number, hours worked, etc. in this area.

Accounting Use Only Box: Please *DO NOT* write anything in this box. It is to be used by Payroll/Accounting only.

Total Hours Worked: This box is to write the TOTAL hours worked for each day.

Date: Date the work is being performed.

Time Out: The time you complete work. ****Please note AM or PM****

Time In: The time you begin work. ****Please note AM or PM****

NOTE: The 'Time In' and 'Time Out' boxes are for time *ACTUAL HOURS WORKED ONLY*. If using vacation, sick or personal time, please write which one(s) you are using and enter number of hours to be used in the total hours worked box.

Supervisor's Approval Signature Line: This line **MUST** be signed by a Supervisor. Any timecards not signed, cannot be processed. **NO EXCEPTIONS.**

You are responsible for ensuring the accuracy of the above information. Any questions or concerns, please contact Kerry Bergeron in Payroll, x4247 or via e-mail, bergeronk@franklinpierce.edu

Will I get a performance review?

Your supervisor should conduct a performance review on your work performance at least once a year. This performance review will become part of your financial aid file and may be used by other departments wishing to hire you. You have the right to request a performance review at any time.

Can I get promoted or look for another job?

Some departments have a number of student employment opportunities, and within that structure you may be considered for other jobs or advanced opportunities.

If you want to look for another job, make certain that you inform your supervisor at least two weeks prior to your planned departure. It will be necessary to complete a new Work Authorization Form for each job.

International Students

Due to IRS requirements, you must first obtain a Social Security number BEFORE you can work. If you do not have one, the International Student Office can help you apply for one.

International students need to do their Work Authorization form processing in the Accounting office with Kathleen Mahoney ext. 4246 located in DiGregorio building. Before you complete the needed forms listed in the beginning of this handbook, you must have completed and/or updated the Foreign National Information Form, which you can pick up at the Accounting Office or the International Student Office.

Wages paid to a nonresident alien for services performed as an employee are usually subject to 'graduated' withholding *unless you are exempt from tax by a treaty*. Nonresident aliens should fill out Form W-4 using the following instructions:

- Check only "Single" marital status on line 3 regardless of your actual marital status.
- Claim only one allowance on line 5, unless you are a resident of Canada, Mexico, Japan, or South Korea.
- Request that your employer withhold an additional amount of \$15.30 on line 6.
- Do *not* claim "Exempt" withholding status on line 7.

If you are a nonresident alien from a country with which the US has an income tax treaty, you may qualify for certain treaty benefits. Most treaties require that the alien be a *resident* of the treaty country to qualify.

Authorized on-campus employment **must not exceed twenty hours a week** while school is in session. Failure to comply with this regulation will result in the loss of your student status. Students may work full-time in the summer as long as they have maintained status and they intend to register the following term.

Employment Programs

1. Fall / Spring
2. Summer
3. Summer workers for Free Housing Scholarship (student must commit to 12 weeks / 30 hours per week)
4. Grad Assistantship

Notice of Nondiscrimination

Franklin Pierce University does not discriminate on the basis of race, color, national origin, age, sex or handicap in admission to, access to, treatment in or employment of its programs and activities.

The following person has been designated as ADA/Section 504 Compliance Officer to handle inquiries regarding the nondiscrimination policies:

Dr. Jim Earle
Vice President for Student Affairs
Office of Student Affairs
(603) 899-4160

In addition, inquiries regarding the application of nondiscrimination policies may be referred to the Regional Director, Office for Civil Rights, US Department of Education, J.W. McCormack, P.O.C.H., Room 222, Boston, Ma. 02109-4557.

Release of Confidential Information

Franklin Pierce University maintains records on individual students; students who wish to inspect and review their educational records may do so by contacting the respective office which maintains those records: Academic Records - Office of the Registrar and Academic Services Center; Financial / Billing Records Office of the Bursar; Financial Aid Records - Office of the Director of Financial Aid; Student Health Records - Health Center; Student Records - Office of the Dean of Student Affairs; Judicial Records - Office of the Dean of Student Affairs, Students may receive copies of information contained in their educational records by making a request to the office which maintains those records as long as the release of such information does not violate the Family Rights and Privacy Act of 1974. According to the Family Rights and Privacy Act of 1974, these records shall not be released to another individual, agency or organization (except University personnel with a legitimate educational interest as determined by the University) without first obtaining the

student's written authorization to do so. The only information that the University can release without the student's written authorization is "directory information." Directory information includes the following: the student's name, campus and home address, major field of study, dates of attendance, degrees and awards received participation in officially recognized activities and sports, and the weight and height of members of athletic teams. Directory information may be released upon request unless the Registrar receives a written request from the student directing otherwise.

FRANKLIN PIERCE UNIVERSITY-DRUG POLICY

SUBJECT: DRUG POLICY STATEMENT IN ACCORDANCE WITH THE DRUG-FREE WORKPLACE ACT OF 1988 AND DRUG-FREE SCHOOLS AND COMMUNITY ACT AMENDMENTS OF 1989 - PUBLIC LAW 101-226

The Drug-Free Schools and Communities Act Amendment of 1989 required that every institution of higher education certify adoption and implementation of a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by faculty, staff and students as a condition of receiving federal funds or any other form of financial assistance under any federal program including the Federal Family Education Loan Program. As a result, Franklin Pierce University adopted the "Drug-Free Campus Program" in 1990, and developed a policy that established specific requirements for all faculty, staff, and students who are employed by the University.

Because compliance with this policy is mandatory, a summary of the current University policy, entitled "Drug-Free Campus Program", is again reprinted as a reminder to all of us who are employed by the University at any campus location that there are significant sanctions that must be imposed for both violating this public law and/or University policy.

POLICY STATEMENT:

Franklin Pierce University is fully committed to maintaining drug-free campuses in accordance with all local, state and federal laws and regulations governing the unlawful manufacture, possession, distribution, dispensing, or use of illicit drugs, controlled substances and/or alcohol by faculty, staff and/or students in all workplaces or as part of any University function.

COMPLIANCE:

1. All faculty, staff and students employed by the University, as a condition of employment, agree to abide by this policy which expressly prohibits the unlawful manufacture, possession, distribution, dispensing or use of illicit drugs, controlled substances and/or alcohol in any workplace.
2. Non-compliance will subject the employee to local, state, federal and/or University sanctions.

ELEMENTS OF THE DRUG-FREE CAMPUS PROGRAM

1. Includes a faculty/staff assistance program that provides early intervention for troubled employees through referral to an off-campus assessment and counseling service under contract with the University. (Student employees should contact the Campus Health Service Center for assistance.)
2. Employees who suspect they may have an alcohol or drug dependency problem are encouraged to seek diagnosis and follow through with the treatment that may be prescribed by qualified professionals in order to arrest the problem as early as possible.
3. The Office of Human Resources will supply a toll-free number for the assessment and referral network individually to employees upon request. This service is provided on a guaranteed confidential basis at no cost to the employee.

REQUIRED SANCTIONS:

1. Franklin Pierce University may mandate utilizing the Employee Assistance Program, alcohol and/or drug counseling and rehabilitation.
2. The University may impose sanctions ranging from a formal written warning and suspension without pay to immediate discharge without warning.
3. The University may also report the incident to local, state, or federal authorities for prosecution.

Information regarding the health risks inherent in drug and alcohol abuse; a description of all local, state, and federal sanctions; and the Employee Assistance Program brochure are available in the Human Resources Office upon request. Also, the personnel policy and procedure entitled "Drug-Free Campus Program" has been issued to all individual supervisors, and copies are available at the Office of Human Resources.

Please call the Human Resources Office at x4075 if you have questions or would like additional information.