

**Aurora University
Student Work Corps (SWC)
Guidelines
And
Employment Manual/Handbook**



**Aurora University
347 S. Gladstone Ave.
Aurora, IL 60506**

Introduction

The following guidelines set the policies and procedures by which the Student Work Corps (SWC) program operates. Each supervisor is issued a copy of the guidelines and is responsible to be familiar with and abide by them. Supervisors should go over the guidelines to ensure student workers within their department understand all policies and procedures of the program. Guidelines are necessary in order to help each supervisor and worker become an effective member of the program.

The program will provide students with an opportunity to learn and grow through their work experiences. However, the program is also a community effort. On one hand, Aurora University students can assume a substantial amount of responsibility working an on-campus job. On the other hand, the campus relies extensively on its students to help provide virtually all services essential to University operations. The SWC program can provide an added learning experience for students by providing opportunities to develop or improve upon a variety of skills, abilities, and habits, which are of life-long use.

In addition to specific knowledge acquired by students on the job, the SWC program also creates opportunities for the development of

- A sense of value and dignity of all work
- Self-discipline, responsibility, and accountability
- Assertiveness and self-confidence
- Resourcefulness and problem solving
- Organization, planning, and time management
- Oral and written communication
- Leadership, fellowship, and working with others

The SWC program also provides an extra dimension of community to campus life. By sharing, belonging, and contributing to the “common good” through one’s work, students have a sense of individual and community responsibility, accountability, and accomplishment.

As a new student, faculty or staff member, it may be difficult to understand the program, until you are directly involved in it. This booklet is intended to introduce you to the program in order that you may make the most of the opportunities it provides.

Purpose of the Student Work Corps program

The major purpose of the SWC program is to provide students with a means of reducing their cost of attending Aurora University. Students, when working may use their income to defray expenses for tuition, room and board or the cost of purchasing books.

In addition, the SWC program provides an added learning experience for students. Students will have opportunities to develop or improve upon a variety of skills, abilities, and habits, which are of life-long use. This “experiential learning” may relate to work in general or to particular careers: it may also be generic in nature and applicable across several dimensions of successful living. The dynamics of the SWC program can create opportunities for the development of skills, abilities, habits, and attitudes.

Supervisors requesting for student workers

Supervisors should send their request via email to Career Services to advertise their available SWC position(s) for the next academic term. If student employment openings occur during the academic year, supervisors should contact Career Services so the opening can be posted in the office and advertised to students. When a supervisor is requesting SWC workers for summer, the supervisor must also contact Career Services for additional procedures.

Students looking for jobs on campus

A listing of on-campus employment opportunities is available in Career Services. Students are encouraged to retrieve this listing, as it will provide essential information on where the jobs are located and who is in charge of hiring. Students must complete the Aurora University Application for on-campus student employment. Information regarding financial aid status on this application must be completed by Career Services or the Financial Aid Office before taking it to the hiring department. All supervisors must have a completed on-campus student employment application (signed by the student and Career Services or Financial Aid).

Fundamental Rights and Responsibilities of Student Workers

The SWC program respects the right of the students as guaranteed all citizens by the constitution of the United States and the State of Illinois.

The facilities and services of Aurora University and the SWC program are open to all students without respect to race, religion, creed, national origin, or gender.

Students are expected to fulfill the standards required in work assignments. Students will be evaluated at work based on their performance in meeting work standards for their particular position.

Types of jobs performed by students

The jobs that students perform are varied and necessary to the University. The following is a sample list of departments and jobs:

Student Services: Students serve as switchboard operators, clerical workers, public relations writers and photographers, bookkeeping assistants, motor pool drivers and campus tour guides. Jobs in academic services support the administrative offices including Business, Financial Aid, Student Life, Student Activities, Admissions, Academic Advisement, Career Services, Computer Labs, College of Education, Human Resources, Learning Center, Natural Science and Math, Registrar's, Alumni Relations, Community Relations, School of Business and Professional Studies, School of Social Work, Schingoethe Museum, School of Nursing and the College of Liberal Arts & Sciences.

Athletic/Physical Education: Jobs include preparing athletic facilities for athletic events (Blue Crew), monitoring and supervising gym, weight room and fitness center (REC-Time Supervisor), planning and implementing the intramural sports programs (IM Sports Assistant and Staff), working as athletic trainers, assisting in the athletic and physical education offices, serving as scorekeepers/timekeepers for athletic events, and laundering athletic teams uniforms.

Bookstore: Students assist with the sale of textbooks, supplies, clothing, and general merchandise.

Campus Safety: Students work as a security team to complete the following tasks: radio dispatch, campus patrol and escort services, nightly lockup and building security, and staff events on campus.

Food Services: This department provides staffing for the kitchen, dining hall, Spartan Spot, and for any college related banquets or catering. Student workers are involved in meal preparation and service, and sanitation for the University.

Library: Student workers are engaged in a variety of tasks including operation of the circulation desk, assisting with cataloging, book processing, mending, archives, periodical maintenance and processing requests for inter-library loan.

Mailroom: Students assist in the delivery of mail to the campus community and assist the mailroom with the handling, sorting, and metering of mail. They also assist University personnel with purchases of office supplies for individual departments.

Print Shop: Students will assist in printing of material for all offices on campus.

Physical Properties: Student jobs included carpentry, utilities work, painting, grounds work, "set-up and break down" for campus special events and other general maintenance work.

Record keeping and payroll procedures

1. Students may not begin working until the following forms have been completed and turned into the Human Resources Office:
 - Federal and State W-4's
 - Employment Eligibility verification (Form I-9) with supporting documents: Photo ID and verification of social security card
 - Aurora University Application for On-Campus Student Employment
 - Aurora University Statement of Confidentiality
 - Aurora University Statement of Sexual Harassment

This information must be completed and returned to the Human Resources Office in Eckhart Hall. Students CAN NOT began working until this process is complete. If a student does begin employment without the proper forms filed with the Human Resources Office, he/she will not receive a paycheck until the paperwork is on file.

2. Supervisors must complete a payroll change form in order to place a student on the payroll. The BUDEGET MANAGER MUST SIGN THE PAYROLL CHANGE FORM. The supervisor must send the payroll change form along with the white copy of the student application to Human Resources.
3. Federal Work-Study students must be aware of their individual dollar allocations and keep their supervisors advised if there are changes in their financial aid earnings. Work-Study students and students on the regular payroll are carefully monitored with the exception of term breaks and summer hours. Students who have depleted their federal work study funds may want to return to the financial aid office to check if changes could be made to their financial aid package, thus allowing them more federal work study monies. Supervisors will be notified when a student's federal work-study monies are almost exhausted.
4. On-campus employment is limited to 20 hours per week. Students are encouraged to limit their employment to one job. **When student employment does effect more than one department, the task of keeping track of total hours worked per week is the responsibility of the students.** Students must inform their supervisor if they work in more than one department.

If a student decides to leave employment, he/she must notify the supervisor. The supervisor must send a termination notice to the payroll department.

5. Payment for work done is based on the concept of "an hour's pay for an hour's work." Therefore the student employee must record only the exact number of hours worked on the time sheet recorded to the nearest $\frac{1}{4}$ hour. If a specified assignment is completed in less time than scheduled, **ONLY THE TIME ACTUALLY WORKED MAY BE LISTED.** Students must complete and sign their time sheets and forward to their supervisors.

6. Students may not work during hours when their classes or regular activities meet. If a student works when a class is canceled, the cancellation must be noted beside the hours worked on the time sheet.
7. Supervisors will provide student workers with timesheets to be completed correctly by the student and the supervisors. SWC students are responsible for signing and returning the timesheets to their supervisors at the end of the pay period. Supervisors (**not students**) must submit timesheets to the Payroll Office no later than 10:00 a.m. on the Monday following the end of the pay period. If the student does not anticipate weekend work, it would be helpful if the supervisor submits the time sheet to the Payroll Office on the Friday before the ending pay period.
8. Paychecks covering a two-week period will be issued to students in the Student Accounts Office (1st floor Eckhart Hall) after 10:00 a.m. on the Friday following the end of the pay period. Students must show current I.D.'s in order to obtain paychecks. Students are not allowed to pick up other student's checks.
9. Aurora University payroll checks up to \$80 may be cashed in the Student Accounts Office.

Standards for employment

1. All SWC employees are expected to report to work on time and complete work before leaving.
2. Employees, who, for illness or other legitimate reasons, are unable to work, should notify supervisors as soon as they are aware of the problem. Occasionally students may need to rearrange work schedules to meet the demands of course work. In this event, the supervisor must grant permission in advance. Alternative arrangements can then be made so that departmental work will not be interrupted.
3. All SWC employees are expected to know the duties of their jobs and observe any special rules or guidelines applying to their departments.
4. SWC employees will be expected to dress appropriately for their respective job assignments. It is the supervisor's responsibility to advise students of those expectations. Dress codes may vary dependent on the job functions.
5. SWC employees should not watch television, attend athletic events, socialize extensively, or read material not pertaining to work while on duty unless these activities are an integral part of their responsibility. Occasionally, some jobs will afford the opportunity for a student to study while working but permission should be obtained from the supervisor before

doing so. Aurora University does recognize that occasionally a personal phone call must be handled from work, such as scheduling doctor/dentist appointments. Personal phone calls should be kept to a minimum. Utilization of e-mail for personal use will not be tolerated. SWC employees need to check with supervisors regarding e-mail operations during work time.

6. SWC employees should not leave the campus or their job site unless it is a part of their work responsibility.
7. SWC employees are expected to follow their supervisor's directions and to exhibit a positive attitude toward work assignments.
8. Keys issued to employees are to be used only for work-related purposes. These keys are never to be loaned to anyone. In addition, they must not be used to gain entry to University offices and departments in order to use equipment (typewriters, computers, copying machines, telephones, gym equipment, etc.) that is not work-related and without and without specific permission from department heads.
9. **Student employees working on extended assignments are entitled to a 15-minute break for each four hours worked. Break times are to be determined by the supervisor. At least 20 minutes must be given for meal period beginning no later than five hours after the start of the work period for employees working for 7 ½ continuous hours or longer.**
10. Grievances arising from misunderstandings, disputes, or disciplinary action should be appealed to Human Resources for review after consultation with the student's supervisor and/ or manager.
11. **Failure to meet the above guidelines may result in termination of employment.**
12. Evaluations will be conducted at the end of 90 days of continuous employment for each student employee by his/ her immediate supervisor. The evaluation forms are to be returned to the Human Resources Office.

Harassment/Sexual Harassment

Student workers receive and are expected to review HR Policy 101, Anti-Harassment and Anti-Sexual Harassment. If a student experiences harassment, it should be reported immediately to one of the individuals listed in the policy in order that the incident may be investigated and resolved. Harassing behavior will not be tolerated. Violation of the policy can result in termination of SWC employment, and may affect the student's overall status with the University.

Confidentiality

Student workers receive and are expected to review and comply with HR Policy 104.

Wage Rates

The student wage is \$6.50 per hour.

Insurance

1. The Illinois State Program covers SWC employees for Workers' compensation providing coverage for employment-related accidents and disabilities.
2. Employment-related accidents must be reported immediately to the immediate supervisor who, in turn, is responsible for immediately reporting the accident to the Human Resources Office. An accident report must be submitted to the Human Resources Office with 24 Hours of the injury. If an injury occurs during the weekend, call campus security (630) 844-5450. Please notify the Human Resources Office on the following Monday.
3. Former Aurora University student employees are not eligible for unemployment insurance. The Illinois Department of Labor Unemployment Insurance Act stated in section 224: "The term "employment" shall not include service performed in the employ of a school, college, or university by a student who is enrolled and is regularly attending classes at such school, college or university...such employment will not be covered by any program of unemployment compensation."

Safety on-the-job

A safe work environment and safe work habits are absolutely essential. Safety is the first priority and is everyone's responsibility. Due to the different types of work performed, specific safety guidelines are described in the individual department guidelines. Please read and follow them carefully, reporting any safety concerns to the person in the department.

Damage to personal or University property on the job

Damage to personal or University property is to be reported immediately to the supervisor. The supervisor is to inspect the damage and report it to the Business Office within 24 hours of the incident. If the incident occurs off campus the worker is also to notify the police and the supervisor as soon as possible.

Work evaluations and employment conditions

After 90 days of continuous employment, supervisors will evaluate their SWC employees on the basis of reliability, quality and quantity of work, initiative and attitude. The supervisor will determine whether the student will be able to satisfactorily carry out the requirements of the job. Student evaluation forms may be obtained from the Human Resources Office, Eckhart Hall. Work evaluations should provide feedback for good performance, and identify areas needing improvement. At the same time the employee is

provided an opportunity to raise job-related concerns. Any questions regarding evaluations should be discussed with the employee during the evaluation meeting. The supervisor has the option of continuing employment or terminating employment. If termination occurs, the student may return to Career Services and look for another student position on campus.

Work Counseling System

Since the goal is to help students succeed and to gain the maximum benefit from their work experience, the work counseling system is in place for students when they have not fulfilled their responsibilities or met the appropriate employment standard, and to assist them with resolving work problems. However, if a student's work performance indicates an unwillingness to fulfill his/her responsibilities, disciplinary action will be taken.

Work expectations

For each violation of the SWC Program or individual Departmental Guidelines, workers will be given a written warning. The following apply:

- The supervisor is to meet with the worker as soon as possible after the violation occurs to discuss the written warning and resolve problems.
- Copies of warning remain with the supervisor.

Listed below are some work infractions that would merit a written warning.

1. Unexcused absence from work or required meeting(s).
2. Reporting late for work or required meeting. (A five-minute grace period may be granted if unable to avoid being late).
3. Leaving a job early without proper authorization.
4. Not in assigned work area/not working while "clocked-in".
5. Insubordination (refusal to follow procedures/perform job).
6. Physically or verbally abusive behavior towards others.
7. Harmful misuse of tools, equipment, or vehicles, or any behavior threatening safety.
8. Incomplete or unsatisfactory work.
9. Interfering with another's work and/or causing added work.
10. Not submitting a time sheet or submitting a time sheet late.
11. Submitting a fraudulent time sheet.
12. Infractions of department guidelines.
13. Theft or vandalism.
14. Working while under the influence of drugs/alcohol.
15. Abuse of department telephone systems (personal phone calls will not be allowed during work time unless in an emergency and authorized).