

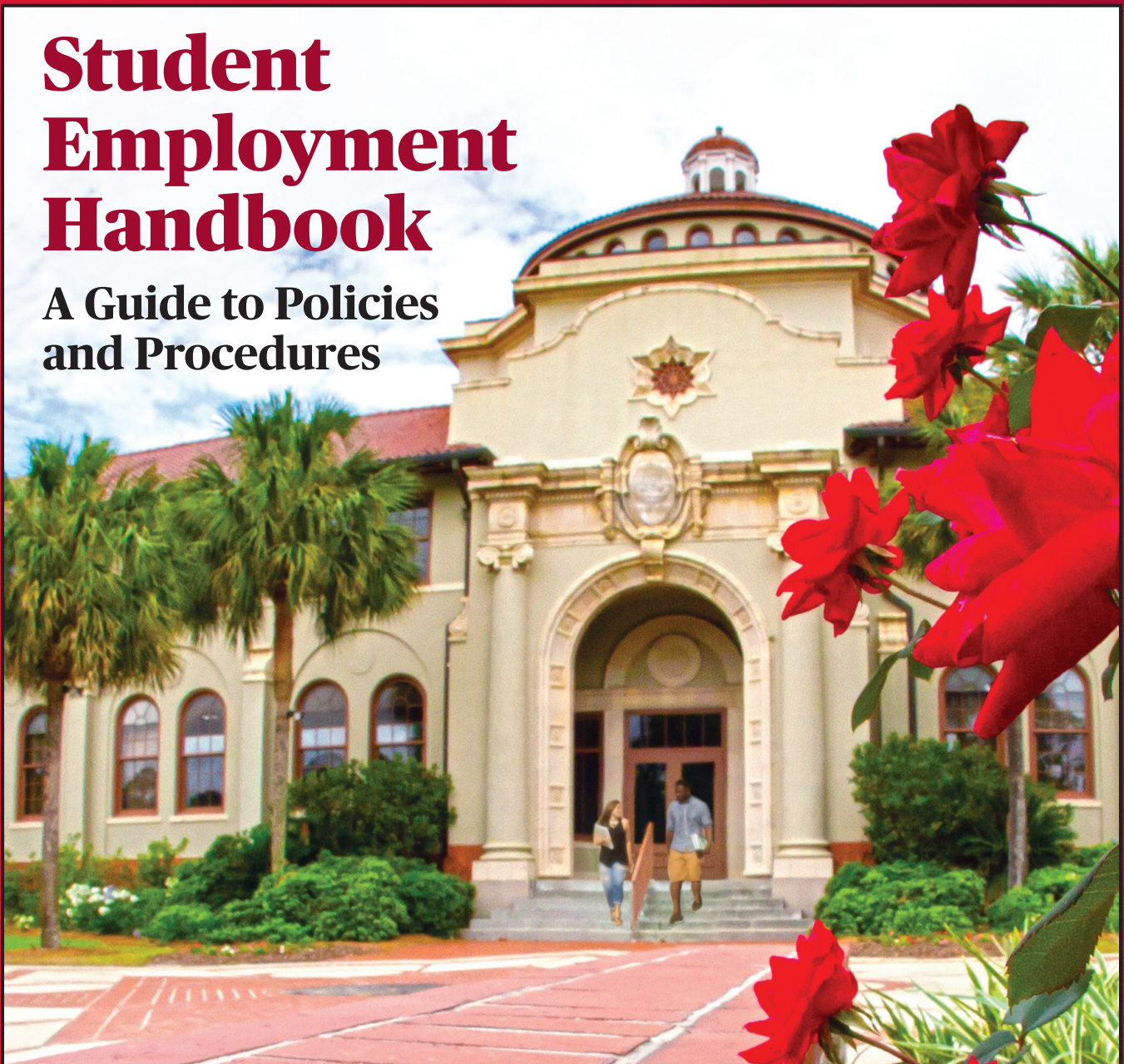


HUMAN RESOURCES/  
EMPLOYEE & ORGANIZATIONAL  
DEVELOPMENT

VALDOSTA STATE UNIVERSITY

# Student Employment Handbook

A Guide to Policies  
and Procedures



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# Welcome

*Welcome to a thriving, people-first organization! We hope you find your work experience both engaging and rewarding. As you will soon learn, one of the most important benefits of your job will be the personal growth you experience through working on campus. You will find that your Valdosta State University (VSU) employment can be an asset to your lifelong learning experience.*

*The information in this handbook has been compiled to answer questions regarding the policies, procedures, and general rules that govern on-campus, part-time employment for student assistants at VSU.*

*In case of any conflict between the information being shared within this handbook and the Bylaws or Policies of the BOR, then the official Bylaws or Policies of the BOR will prevail.*

*If you have questions concerning any of the information in this handbook, you may contact the Office of Human Resources and Employee and Organizational Development (HR/EOD).*

*Sincerely,*

*HR/EOD*

## How can you use your job on campus to jump start your professional career?



The benefits of student employment are endless! Students have many opportunities to gain experience, build relationships, maintain a flexible work schedule, and so much more all while earning a paycheck.

### Professional Benefits

- ✓ **Skill development:** Develop essential skills such as time management, communication, teamwork, problem-solving, and other transferable skills.
- ✓ **Networking:** Connect with staff and faculty which can lead to professional connections when looking for a job after graduation.
- ✓ **Resume building:** Gain valuable work experience that will make your resume stand out against the competition.
- ✓ **Personal growth:** Develop confidence as well as a sense of responsibility.

### Professional Development Quiz

Professional development provides an opportunity for an employee to learn and apply the skills necessary to help them progress further in their career path. It expands knowledge and invites new ideas and perspectives into the workplace. Professional development can catapult an employee to the number one spot in a job interview when their skills and abilities align with an employer's job requirements. Take a minute to reflect and answer the questions below to help you discover your career objectives and ensure you are on the path to purpose.

1. What are your career goals?
2. What training and resources will it take to meet your career goals?
3. What skills do you need to develop before you take on your dream career?
4. What are your weaknesses and how will you develop them to prepare for your career post-graduation?
5. How can you use your student employee position to equip you for your career?



## Section 2 – Student Assistant



### Eligibility

1. Must be a VSU student enrolled at least half-time (6 credit hours).
2. Must be eligible to register for classes.
  - a. It is the responsibility of the supervisor to confirm eligibility.
3. Must be legally authorized to work in the U.S.
4. Must not work more than 1300 hours in a 12-consecutive-month period.

Student employees should work with their supervisor to ensure their work schedule does not interfere with or become detrimental to their academic studies.

### International Students

International students in lawful F-1 and J-1 status are eligible to work but must not work more than 19 hours per week in accordance with federal regulations. International students can work more than 19 hours, but not more than 39 per week during school holidays and breaks.



## Student Hiring Process

Once a position has been offered to a student, , a Student Personnel Action Request Form (PAR) must be submitted to Human Resources/EOD. If they are newly hired and have never worked for VSU, two forms of **original** identification must be physically presented to Human Resources/EOD in addition to the PAR. Students being rehired may also be required to present original identification. Once received, an HR Representative will reach out to the student regarding action items needed to complete the onboarding process, including completion of onboarding documents in Equifax.

*A Motor Vehicle Report* will be required only if the position requires driving. It is the responsibility of the supervisor to ensure this requirement has been met.

## Confirmation to Begin Working

Once all onboarding documents have been completed through Equifax, the student and the time approver will receive a confirmation email from Human Resources/EOD. The email will contain the official start date in addition to other essential information regarding employment.

***Students must not begin working until the confirmation email has been received.***

## Compliance Training

- New student employees must complete New Hire Compliance training in BlazeVIEW within 30 days of their start date.
- Annual compliance training is required and must be completed through Percipio during the last quarter of the year. Employees will receive additional information from HR/EOD.
- Failure to complete compliance training will prevent students from working until their training is complete. Failure to complete annual compliance may result in disciplinary actions.

## Maximum Jobs Permitted

Students cannot work more than two jobs at the same time for any given period.

- Student assistants may not hold a student assistant classification in addition to a "temporary" or "graduate assistant" position.

## Work Hours

**Maximum Work Hours.** The maximum hours students are allowed to work during the Fall and Spring semesters are 19 hours per week cumulatively in all jobs. It is the responsibility of the student, in conjunction with all supervisors, to ensure that the student does not exceed the 19-hour cap.

During holiday breaks and the summer semester, student assistants can work up to 39 hours if approved by their supervisor in advance. Students cannot work more than 39 hours per week (Sunday – Saturday).

- Please note that work study students must contact the Office of Financial Aid to determine work eligibility during breaks.

**Lunch.** Employees working more than six consecutive hours are strongly encouraged to take a 30-minute, off the clock, lunch break. If the employee is engaged in any work activity, they are not off the clock.

**Rest Periods/Breaks.** While neither the Fair Labor Standards Act (FLSA) nor Georgia law require breaks or meal periods be given to workers, we want to provide breaks during the workday to foster a pleasant workplace and enhance employment efficiency.

- If permissible by the supervisor, student employees may be offered one compensated 15-minute break for each four-hour period of work.
- Students may leave their work area during their break unless notified otherwise by their supervisor.
- Care should be taken to make sure there is appropriate coverage before moving forward with a break.
- Breaks are not cumulative, and students cannot forego a break time to use later.

**Absences.** If students know in advance that they will be late or absent from work, it is their responsibility to notify their supervisor. The way in which absences and tardiness are communicated and to whom must follow departmental practices. Please check with the supervisor for guidance.

## **Performance Feedback**

Feedback helps employees learn more about their strengths as well as provides feedback for areas of improvement. It also provides clarity on the student's role and expectations for the position. Student employees should meet with their supervisor and request feedback regarding their performance if it is not automatically provided. This information will help them grow and develop as professionals.

## **Conduct**

Each department has the right to set standards for its student employees. Students should discuss requirements with their supervisor. Each student should be oriented to their position and job duties, and to the department, including job functions, departmental policies, work schedule and expectations.

**Reasons for termination include but are not limited to the following:**

- Insubordination
- Breach of confidentiality
- Theft
- Willful violation of safety regulations
- Continued failure to perform assigned duties
- Negligence
- Falsifying timecards, records, reports, or information
- Intoxication or drinking on the job
- Habitual absence or tardiness
- Willful damaging of equipment or property
- Sleeping while on duty

Students who are terminated for just cause may become ineligible for any other student positions.

## **E-Mail**

VSU e-mail is the formal mode of communication at VSU. As such, students are responsible for checking e-mails as needed to connect with their supervisor and stay informed of departmental needs.

## Appearance

Students are expected to dress appropriately and, in a manner, consistent with the university's public interests and that compliments the values of VSU and our Blazer Creed. Individual departments may have a specific dress code and must communicate the appropriate attire for their department. Please note that dress codes cannot be discriminatory, unreasonable, or in violation of certain protected rights.

## Telephone Etiquette

Every department has a preferred way in which they answer the phone and specific information that is provided to customers. Students are responsible for discussing these requirements with their supervisor and adhering to the etiquette shared.



## Work Rules

- Students should limit the use of cell phones during work hours. Students are not allowed to use the office telephone for personal calls without their supervisor's express permission, and this should only be in the event of an emergency.
- Students should always be courteous and professional.
- Students must exhibit integrity, good judgement, and dedication to serving the VSU community.
- Students must follow verbal and written instructions.

## Confidentiality of VSU Records

Students are required to maintain the VSU's confidentiality policy. All student employees are required to abide by the policies governing review and release of VSU records. Student employees should never use their VSU or personal e-mail to save confidential or sensitive information for faculty, staff, or students.



**Records must be treated confidentially and professionally. Any student assistant who provides confidential information to anyone outside their specific department will be terminated immediately.**

## Termination of Employment

**Resignation Notice.** Employees who leave the University are expected to provide written advance notice. The minimum requested notice is two weeks. A two-week notice is good business practice; however, if the employee is unable to give a two-week notice, it is advised that they consult with their supervisor as soon as they know that they cannot keep their work commitment.

**Return of University Property.** Employees who terminate employment must return all University property to the appropriate supervisor on or before the last workday.

### **Access to Computerized Information Systems.**

Upon termination, supervisors must make appropriate arrangements to discontinue an employee's password and/or access to all University information systems. This may include but is not limited to departmental local area networks and student information systems.

### **Continuing Employment**

While employment may continue, please note that employment is not guaranteed. The supervisor reserves the right to make changes in student staffing as needed based on departmental needs or changes in function or structure, etc.

### **Conflict Management**

Conflict is inevitable; however, when conflict does arise, students should be able to manage conflict constructively and cultivate a positive and productive work environment. The following strategies are ways to ensure conflict resolution:

- View conflict as a learning opportunity.
- Respect differences of opinions.
- Communicate openly and respectfully to resolve conflict.
- Actively listen to the perspective of others to understand without interruption.
- Understand the chain of command and when to involve the supervisor and higher-level leadership.

### **Grievances**

Student employment may be terminated at any time for any reason (except for a discriminatory one) with or without notice. Student employees who believe that there has been a violation of their rights can file a complaint with the Office of HR/EOD.



### **Risk Management**

The safety of all employees cannot be stressed enough. Emergency Action Plans are in place for all departments. Plans should cover the following (where applicable): fire, bomb threat, severe weather, participant/employee injury, fights, etc.

- **Be Aware:** Always be aware of your surroundings. Try to anticipate any problems and move to correct them as quickly as possible.
- **Think Prevention:** Take an active role. Use equipment correctly and survey activity areas for potential hazards.
- **Think Safety:** Always be aware of safety in any activity that you may be involved in.

Policy	Definition
<b>Americans with Disabilities Act (ADA)</b>	<p>Prohibits discrimination against qualified individuals with disabilities who can perform the essential functions of the job, with or without reasonable accommodation(s).</p> <p><a href="https://www.valdosta.edu/administration/finance-admin/human-resources/americans-with-disabilities-act.php">https://www.valdosta.edu/administration/finance-admin/human-resources/americans-with-disabilities-act.php</a></p> <p>If you need accommodations for your job please contact the Benefits Manager, at 333-5709 or <a href="mailto:vsubenefits@valdosta.edu">vsubenefits@valdosta.edu</a>.</p>
<b>Title VII (Discrimination)</b>	<p>Prohibits its faculty, staff, and students from engaging in any form of prohibited discrimination or protected status harassment (including sexual harassment) and expects these individuals to refrain from committing acts of bias within the System's jurisdiction.</p> <p><a href="https://www.valdosta.edu/administration/finance-admin/human-resources/employee-matters/title-vii.php">https://www.valdosta.edu/administration/finance-admin/human-resources/employee-matters/title-vii.php</a></p>
<b>Equal Employment Opportunity (EEO)</b>	<p>It is not the intent of the institution to discriminate against any applicant for admission, or any student or employee of the institution based on the age, sex, race, religion, color, national origin, disability, or sexual orientation of the individual.</p> <p><a href="http://catalog.valdosta.edu/general-information/equal-opportunity-statement/">http://catalog.valdosta.edu/general-information/equal-opportunity-statement/</a></p>
<b>Title IX (Sexual Harassment)</b>	<p>Prohibits sexual misconduct, a form of discrimination, on the basis of sex in any education programs, activities, or in employment.</p> <p><a href="https://www.valdosta.edu/administration/policies/documents/sexual-misconduct-and-title-ix.pdf">https://www.valdosta.edu/administration/policies/documents/sexual-misconduct-and-title-ix.pdf</a></p>



## Safety & Injuries

If you get hurt while you are working on behalf of the university, you and/or your supervisor must contact the Human Resource Department (229-333- 5709) immediately (if possible before you go to an authorized medical provider) unless your injury requires immediate emergency medical care.

For more information on Workers Compensation:  
<https://www.valdosta.edu/administration/finance-admin/human-resources/our-services/workers-compensation/>

## Duty to Report Criminal Charges

Any student employee who is charged with a crime other than a minor traffic offense (unless driving on behalf of the university) and/or local ordinance violation is required to report having been charged to HR/EOD within 72 hours of becoming aware of such charge. The employee shall report the crime(s) he or she has been charged with and provide documentation of the charges so that a determination can be made as to what action, if any, is immediately warranted.

Within 24 hours of the employee receiving a disposition of the criminal charges, he or she is required to notify HR/EOD and provide documentation of the disposition so that a determination can be made as to what action, if any, is warranted.

Failure to report under this policy may result in disciplinary actions, including termination of employment.

[https://www.usg.edu/hr/assets/hr/hrap\\_manual/HRAP\\_General\\_Criteria\\_for\\_Employment.pdf](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_General_Criteria_for_Employment.pdf)



## Drug-Free Workplace

The following are required of the university and its employees:

1. An employee shall notify his or her supervisor or other appropriate management representatives of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. The university shall notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.
3. The university will take appropriate personal action against any employee who is convicted for a violation occurring in the workplace or will require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

## Section 3 – Payroll

### Direct Deposit

All VSU employees are required to set-up Direct Deposit upon hire. Student Assistants are responsible for updating their account information in OneUSG by following this path: Employee Self Service > Payroll > Direct Deposit. Depending on when enrolled, employees' first paychecks could be mailed to their address in OneUSG. Please review your address on file by following this path: Employee Self Service > Personal Details.

### Taxes

All earnings are subject to state and federal income tax regulations. Students who are enrolled for 6 credit hours or more during the academic year are exempt from FICA Med taxes. During the summer, there are instances where student assistants could be subject to FICA Med taxes based on IRS regulations.

### Summer Employment

I. Students working during summer semester who are not enrolled in classes or are taking less than six (6) credit hours must pay into both Medicare and Georgia Defined Contributions. The following deductions will appear on your paychecks during summer semester.

1. Employee contribution to Medicare – 1.45% of wages. This is a required tax deduction and is non-refundable.
2. Georgia Defined Contribution Plan – 7.5% of wages and fully refundable once you are back in a student assistant status.

Contributions made into Georgia Defined can be refunded upon request. Please visit this link for more information: <https://www.ers.ga.gov/>

For more information about FICA, please visit <https://www.irs.gov/government-entities/federal-state-local-governments/student-fica-exception#:~:text=The%20exception%20applies%20only%20to,Rev>

### Entering Time

All students are required to record their own hours worked.

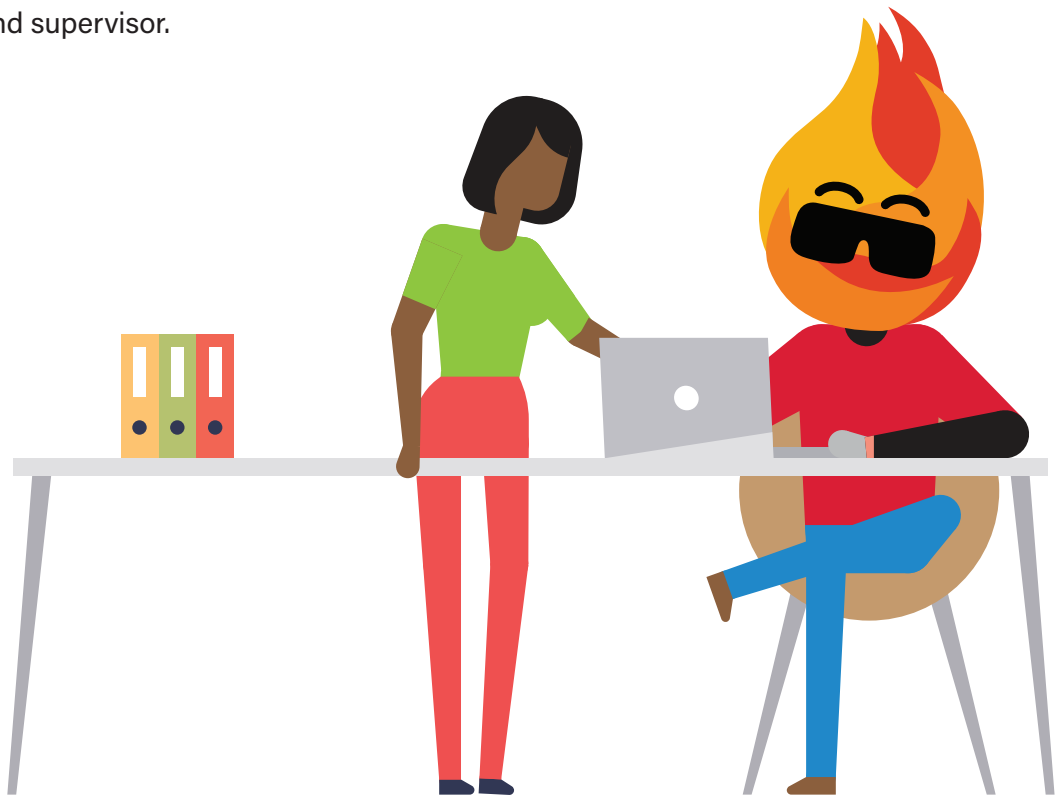
- Hours worked must be actual hours worked and not projected based on their work schedule.
- Falsifying hours worked is illegal and a violation of policy and can result in termination.
- Student Assistants that have more than one job on campus are responsible for making sure the hours worked are recorded on the correct record.

For additional information regarding payroll, you may visit the following website: <https://www.valdosta.edu/administration/finance-admin/payroll/>

## Section 4 – Supervisor

The supervisor's primary responsibility is to provide students with adequate guidance, training, and support. The information below provides some supervisor responsibilities:

1. Provides supervisor expectations that includes the purpose of the job, the duties, and responsibilities.
2. Certifies and approves time. The certification must include or be supported by a time record showing the hours worked in clock time sequence and total hours worked per day. Certification implies direct knowledge of the student having worked the hours reported.
3. Coordinates work schedule acceptable to both student and supervisor.
4. Verifies work eligibility.
5. Ensures compliance training is completed by the student within 30 days of the hire date.
6. Submits a termination form to HR/EOD in a timely manner when students are no longer working for the department.



## Section 5 – Employment Categories

### Temporary

A temporary position is short in duration to address specific business needs. They can work 12 months or 1300 hours, whichever comes first and then they must have a 26-week break in service or be transferred to a regular position. No benefits are associated with this classification. Employees must pay into Georgia Defined Contribution Plan (GDCP) which is 7.5%; this is a retirement system for temporary, seasonal, and part-time employees of the State of Georgia who are not eligible for membership in the Optional Retirement Plan (ORP) or the Teachers Retirement System (TRS).

### Federal Work-Study (FWS)

Federal Work-Study is available through the Financial Aid Department and must be approved before employment can begin. Jobs are located both on and off campus.

For further information, please visit the Financial Aid Department: <https://www.valdosta.edu/admissions/financial-aid/work-study/> or contact the office at (229) 333-7592.

### Student Assistant (SA)

Must be a VSU student taking at least six credit hours. Employment is based on the needs of the department and the budget.

### Graduate Assistantships (GA)

VSU's graduate assistantships are designed to promote the research, teaching, and service responsibilities of the University and to provide students with valuable professional development opportunities while earning a graduate degree. Therefore, graduate assistantships involve both the dual responsibilities of maintaining a satisfactory academic performance and of successfully performing the assigned teaching, research, or other responsibilities.

For further information, please visit the Graduate School: <https://www.valdosta.edu/academics/graduate-school/prospective-graduate-assistants.php> or contact the Graduate School at (229)-333-5694.

### Off-Campus Employment

Career Opportunity maintains a listing of off-campus jobs as well as internships in the area.

Career Opportunities also provides career development, experiential learning, and professional employment opportunities for undergraduate and graduate students.

For further information, please visit Career Opportunities: <https://www.valdosta.edu/student/student-services/career-services/student-resources.php> or contact (229)-333-5942.

## Section 6 – Additional Resources

### Student Job Profile

#### SUMMARY

Perform a variety of technical, professional, or administrative support activities.

#### REQUIRED QUALIFICATIONS

Must be a current student enrolled in at least 6 credit hours at Valdosta State University.

#### DUTIES & RESPONSIBILITY

##### 50% Administrative support

Assist with clerical duties including but not limited to greeting customers, answering phones, organizing supplies, filing, and assisting with events.

##### 30% Technical and design support

Assist with graphic design to promote events through traditional PR/advertising techniques. Perform a variety of sub-professional, semi-technical, semi-skilled, or office activities.

##### 20% Special assignments

Assist with special projects based on departmental needs.



**ALL  
YOU.** *Enterprising.  
Cooperative.  
Reliable.*

