

STUDENT EMPLOYMENT HANDBOOK

The skills you obtain from working complement your academic performance and communicate to future employers your ability to succeed in a professional setting.

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Lock Haven University of Pennsylvania is an equal opportunity/affirmative action institution.

A member of Pennsylvania's State System of Higher Education

INTRODUCTION

Student employment is very important to the success of Lock Haven University. Student employment is not only valuable to the students who benefit from the pay and work experience, but also to the various university departments that depend on students to assist with their operation.

This handbook outlines the regulations and requirements concerning the terms and conditions of student employment. The practices stated are intended as guidelines only and are subject to change at the sole discretion of Lock Haven University. This handbook does not constitute a contract of employment, expressed or implied, between the student and Lock Haven University. This handbook is set up in alphabetical order by topic.

All student workers are employed on an at-will basis, and Lock Haven reserves the right to terminate an individual's employment at any time. As a student employee of Lock Haven University, you are responsible for complying with the regulations and requirements outlined in this handbook. Students hired under these guidelines are matriculating students of Lock Haven University and any employment with Lock Haven University is contingent upon satisfactory performance in the pursuit of their academic degree. Titles and department names referenced in this manual are subject to change. In cases when such titles are no longer accurate, please contact the Student Payroll Office, J207 East Campus, 570-484-2230.

It is very important that students who are employed or are seeking employment at Lock Haven University read the [Student Employment Practices](#).

ALCOHOL/DRUG FREE WORKPLACE POLICY

Lock Haven University recognizes that use of illegal drugs and abuse of alcohol by University employees and students impairs the efficiency and effectiveness of the work force and the student body. To combat these ill effects, the University has developed a substance abuse policy to foster a drug free campus and workplace and to encourage the creation and use of student and employee assistance programs.

Information is available at: http://www.lhup.edu/students/campus_safety/alcohol_drugs.html

BENEFITS FROM WORKING ON CAMPUS

Student employment helps smooth the education to work transition. Part-time, on-campus work will help you develop skills that you can use in your career. Having worked on campus, you will understand the discipline required of a fulltime job and be better prepared to enter full-time employment.

COMMUNITY SERVICE

MountainServe offers students individual counseling for a service placement as well as mentoring to student groups interested in performing community service. Those students who register with MountainServe will receive membership into a listserv that provides weekly updates as to what service opportunities are available and upcoming. Students may also get involved in a more sustained form of service through participation on one of the many service programs such as Americorps, International Service Scholars Program and the community-based Federal Work Study Program. Information is available through the Director of Community Service, Raub Hall, Room 103, 570-484-2498. Information is also available at: http://www.lhup.edu/students/student_life/global_mountain/.

CONFIDENTIALITY AGREEMENT

Student employees may have access to information that must be treated as confidential. This information may include, but is not limited to, student information (academic, disciplinary, financial, or counseling), or matters relating to university activities or university employees. Because of the importance of maintaining confidentiality you may be asked to sign a “Confidentiality Agreement.”

COVID-19

Information for the Lock Haven University Community Regarding Coronavirus COVID-19
<http://www.lockhaven.edu/virusinfo/virusfaq.html>

CRIME REPORTING PROCEDURES

The LHU Police encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Because police crime reporting is public records under state law, the LHU police cannot hold reports of a crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other LHU campus security authorities, as identified below.

- Dean of Student and Residence Life: 570-484-2022 - Ulmer Hall 317
- Associate Vice President, Human Resources: 570-484-2014 – East Campus J204
- Director, Center for Excellence and Inclusion: 570-484-2598 - Ulmer Hall 135
- Director, Student Health Service: 570-484-2276 - Glennon Infirmary
- Assoc. Director, Human Resources & Social Equity: 570-484-2838 - East Campus J202
- Director, Athletic: 570-484-2093 - Thomas Field House 213
- Director, Student Activities: 570-484-2125 - Parson's Union Building
- Athletic Team Coaches

Additional information can be found at

http://www.lhup.edu/students/campus_safety/crime_reporting.html

DIRECT DEPOSIT

Direct deposit of students pay is strongly encouraged. Your money is typically deposited in your bank account the morning of payday. The direct deposit form is included in the original paper work you complete and can be found at http://www.lhup.edu/About/finance_administration/Human_Resources/studentpayroll.html. Student employee are required to access the Employee Self Service Portal – E-time to view your pay vouchers. The ESS/Time web site is <https://portal.passhe.edu/irj/portal>

DISABILITY SERVICES

Contact the Disability Services’ Director, 137 Ulmer Hall, Ext 2454 to request accommodation(s) for a disability. Documentation will be required. Information is available at:

http://www.lhup.edu/colleges/Business_Information/academic_development/disability_services/

DISCRIMINATION COMPLAINTS

Complaints about discrimination because of race, color, religion, sex, national origin or physical or mental disability should be submitted to the Social Equity Office, East Campus J202, 570-484-2838. Information is also available at:

DRIVING STATE VEHICLES/TRAVEL POLICY

Student employees who drive University vehicles must have a current valid Pennsylvania Driver's license.

University vehicle will be made available only to those student employees who are driving within the scope of their employment and part of their official job duties and who meet one of the following requirements, otherwise they will be denied use of the vehicle:

- The student employee is part of a group traveling with a faculty or staff member who has processed a travel form for the vehicle; who is driving one of the vehicles within the group when more than one vehicle is requested.
- The student employee must be paid for driving the vehicle. The student, even though they are an employee, cannot volunteer their services. All student employees driving a vehicle will be paid by entering hours worked in E-time. These hours should be approved by the timekeeper as all hours are normally approved in E-time.
- A safe driving course will need to be completed for any student employee who will be driving a van. In addition, a student employee must be at least 21 years old for operating 12-15 passenger vans and/or a student employee must be at least 25 years old for operating 15 passenger vans.
- Other exceptions as approved by the President or his designee.

ELIGIBILITY FOR STUDENT EMPLOYMENT

To work on campus, you must be enrolled or accepted for enrollment in a degree program at Lock Haven University. A student employee is considered a part-time employee who is concurrently enrolled at the University with the primary goal of achieving a degree. Both undergraduate and graduate students must be registered in a degree program. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of obtaining a degree.

Students may not perform any work, or subsequently be paid for work performed, until all steps in the hiring process have been completed. Student Employees also are not permitted to work upon completion of their degree.

Enrolled Student Type	Minimum Credits to be Enrolled	Time of Year	Hours Allowed to Work Per Week (All Jobs Combined)
Undergraduate Student	6	FALL/SPRING	20.0 hours
	**	SUMMER I/II	37.5 hours
Graduate Student	3	FALL/SPRING	20.0 hours
	**	SUMMER I/II	37.5 hours
Graduate Assistant	9	FALL/SPRING	20.0 hours
	9	SUMMER I/II	20.0 hours
Federal regulations mandate that no exceptions be made.			

** SUMMER: Students seeking employment for the summer must be enrolled either for a summer session or be pre-enrolled for at least 6 hours as an undergraduate or at least 3 hours

for a graduate student for the next fall session in order to be eligible for employment.

Graduating Students: A student who is less than half-time will still meet the IRS safe harbor guidelines if the student is graduating. That is, an individual who is in the last semester or term of a course of study and is enrolled for the number of credit hours needed to complete the degree requirements will still be regarded as at least a half-time student, even if the student is enrolled in less than half the number of credit hours required of full-time students.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Lock Haven University complies with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The university firmly supports the concept of equal opportunity without regard to an individual's race, color, age, religion, gender, sexual orientation, national origin, disability, or veteran status as it applies to his/her employment admission to and participation in the university's programs and activities, provision of services, and selection of vendors who provide services or productions to the university.

GRADUATE ASSISTANTSHIPS

Graduate Assistantships at Lock Haven University provide students with a variety of opportunities for scholarly and professional development designed first and foremost to reinforce and enhance their scholarly pursuits, while providing financial assistance for students in attaining their educational goals. Graduate Assistantships give students an opportunity to gain practical experience in teaching, research, academic or administrative service under the guidance of a faculty or staff member. Graduate Assistantships are integral to the student's program of study and to the transformation of a student into a professional scholar. They also advance the University mission to recruit highly qualified students to our graduate programs in greater numbers.

Minimum Qualifications

- Minimum undergraduate GPA of 3.0
- Regular admission to a graduate program

More information can be found on the graduate assistantship website at http://www.lhup.edu/students/student_resources/graduate_asst.html

INFORMATION TECHNOLOGY

The use of accounts by students is based on the registration status of the student. An account is expired 120 days after the last attended date (last day of the last session in which the student was regularly enrolled as a credit bearing student) and is eligible for removal 30 days after the expiration date. Eligible accounts are removed from the system as necessary to reclaim resources.

Note: Due to space limitations on the university's disks, email deleted from a student's "deleted items" folder are not retained (technically, a tombstone of zero days,) making it impossible to retrieve the messages.

The Information Technology Department at Lock Haven University of PA is responsible for maintaining all Academic and Administrative computing systems. This includes administering the web, email, file and print servers, the Jenzabar/CARS administrative and academic information system, the campus data network and telecommunications services. Additionally, the IT Department manages the five general use computer labs and provides desktop computing support to faculty and staff. The Department also

operates the TV Studio on the 6th floor of Robinson Hall and the campus television system, as well as providing audio/visual support for major campus events. Our hours are 8AM to 4PM weekdays except for holidays when the University is officially closed. The IT Department's Technology Support Center can be reached on campus at x2286, or from outside at 570-484-2286. They are located on the Fifth Floor of Robinson Hall.

The following link answers some of the questions you may have within the Information Technology department: http://community.lhup.edu/computing_and_tech/documents/stu_comp_info.pdf

Please review the Acceptable Use Policy: http://community.lhup.edu/computing_and_tech/aup.html

INTERNATIONAL STUDENTS

International students must complete a Statement of Citizenship which is included with the required forms found at the following link: http://www.lhup.edu/About/finance_administration/Human_Resources/studentpayroll.html.

You can receive help completing this form in the Institute for International Studies Office, 200B Ulmer Hall. Students must take their Social Security Card, passport, visa, I-94 and I-20 when filling out paperwork.

JOB OPPORTUNITIES

Career Services posts all jobs that they are made aware of on their web-site. Position advertisements are posted immediately as they are received with the most recent listed first. Each individual office is responsible for determining the student hiring decision(s). A contact person is listed in the ad to apply for jobs and to obtain additional information. Information is available at: <https://community.lhup.edu/careerservices/campuslocalemployment.htm>

NEPOTISM

No student may work for and be supervised by an immediate member of his/her family.

NUMBER OF HOURS YOU CAN WORK

During the fall and spring semesters when classes are in session, students may not work more than an average of 20 hours per week during the semester. Students must have a 15 minute unpaid break after 5 hours of work and when going from one job to another. Student may **only hold two campus jobs** at any time.

During breaks and the summer months, students may work 7.5 hours per day but not exceed 37.5 hours per week. The number of hours you can work is determined by the budget allocation for the department.

Special Note: Students employed in more than one campus location are reminded to monitor their hours to ensure that they do not exceed 20 hours per week during the semester or 37.5 hours per week during breaks and summer.

PAY CHECK / PAY STUB

Student employees will be paid every two weeks on a Friday with possible exceptions during holiday periods. You may pick up your paycheck at the Student Payroll Office – East Campus J207 or print your paystub at <https://portal.passhe.edu/irj/portal>

1. Logon to Self Service Portal
2. Employee Self-Service Tab

3. Payroll
4. Online Pay Statement
5. Print Paystub

PERFORMANCE EVALUATIONS

We recommend that all student employees be given an evaluation of their performance at the end of each semester or academic year. The primary purpose of a performance evaluation is to provide communication between you and your supervisor concerning all aspects of your job.

PROBLEMS WITH MY SUPERVISOR

Pressure on student employees and supervisors occasionally results in employment- related conflicts. Usually you and your supervisor can resolve misunderstandings or misinterpretations of student employment policies, procedures, or work practices. In order to minimize conflicts, meet with your supervisor as soon as possible to discuss any problems.

REPORT MY HOURS WORKED

Students record their hours of work daily on E-Time. This is a web-based system that a student can access from any computer. Training is available to students through the Human Resource Department. To log in go to <https://portal.passhe.edu/irj/portal>.

REQUIRED PAPERWORK FOR COMPLETION PRIOR TO EMPLOYMENT

The following documents must be completed as a condition of employment:

- **COMPLETION OF AN I-9 FORM**
In compliance with the Immigration Reform and Control Act of 1986, the University must verify your eligibility to work in the United States with an I-9 form. You must present original unexpired documents such as a U.S. Passport or a driver's license and social security card to a representative in the Human Resources Department and complete Section 1 of federal form I-9 on or before your first day of work. You must complete this form in its entirety within 3 days of commencing work. Completion of this form generally is required only for your first job on campus. Consult the Human Resources website to download a copy of this form with full details on acceptable documents. The Human Resources Department is located at: East Campus Building – 2Nd Floor, J207.
- **COMPLETION OF A W-4 FORM**
It is your responsibility to complete W-4 (Income Tax Withholding) form. For those students who do not submit W-4 information, the maximum withholding status will be applied. For advice on withholding status, please consult a family member or a tax advisor. University representatives are prohibited from providing students advice on tax issues. Both Federal Work-Study and Non-Federal Work-Study earnings are considered taxable.
- **OBTAIN A SOCIAL SECURITY NUMBER**
Citizens and Permanent Resident Aliens: Students who do not have a social security number must apply for one through the Social Security Administration. A student must apply for a social security number before they can be put on the Payroll system. The

local Social Security Administration (SSA) Office is located at Suite 100, 240 West 3rd St., Williamsport, PA 17701. Information about the documentation required to apply for a social security number can be found at Social Security Online. In addition, students can obtain information at 1-800-772-1213. Once an application is submitted to the local SSA Office, the student will be provided with an application receipt. The student will receive their social security card approximately 3 to 6 weeks from the date of application. Once received, it is imperative that the student visit the Human Resources Department (2nd floor of East Campus Building) and update their information with a representative from the Payroll area of HR. The student must show the original document (social security card) to this representative.

Students must complete student employment paperwork before beginning work. Students must have a Social Security number before they seek employment. You must also present your Social Security Card to the timekeeper with your original paperwork. Students do not have to do new paperwork if they were employed the previous semester and are working for the same department. All employment forms and instructions are available under Required Forms at:

http://www.lhup.edu/About/finance_administration/Human_Resources/studentpayroll.html

RESPONSIBILITIES & EXPECTATIONS

As a student employee you are a valued component of that office's organization and are expected to perform accordingly. We all must remember that we are offering a service to our constituencies, whether these "customers" are staff members, faculty, clients, or fellow students. We must realize that those we come in contact with, whether it is in person or on the phone are developing their impressions of this department/university by your actions and demeanor. Please bear in mind that how you represent this department/university is critically important to how the rest of the department/university is perceived by the university community. The following are basic rules during your employment:

- Maintain sound academic standing consistent with University standards and the requirements of the degree program to which you are enrolled;
- Conduct yourself in a professional manner at all times. Be attentive, polite, and tactful;
- Arrive on time, if you cannot report for work or need to alter your work schedule, notify your supervisor immediately;
- Dress appropriately for the location and type of work to be performed. T-shirts with offensive detailing, tank tops, halter tops, muscle shirts and short shorts are not considered appropriate;
- There may be times when activity is at a slower pace. During those times you should ask your supervisor if there is anything specific that needs to be done. If not, you may ask if you can study. At all times you should remain aware of the comings and goings of people in your assigned area. Please do not come to work expecting to study or finish a project; work comes first;
- Personal music devices, iPad, cell phones, reading materials, newspapers etc. are not permitted during work hours;
- Profane language and gestures are prohibited;
- Maintain the confidentiality of University business, records and information. In addition, all passwords and restricted access to University computer systems must be protected;
- Using the University's mail system and official bulletin boards for University business only;

- Ensure that the work of the University is not disrupted by the presence of persons not employed by Lock Haven and/or the department (e.g., relatives, children or friends);
- Minimize personal telephone calls. Long distance personal telephone calls are generally not permissible and should be made via the student's personal cell phone. All personal telephone calls made or received during the work day must be brief and may not interrupt work being performed;
- Ensure that workplace is free from violence and harassment of any form;
- Using University equipment (including computers and software) only for University business. University equipment or property may not be removed from the workplace without the written permission of the department head, and such property must be returned along with any items issued for the purpose of performing your campus job upon termination;
- Follow workplace safety policies; and,
- Comply with all University policies and procedures.

SCHEDULES AND REPORTING TO WORK

Student work schedules will be arranged by the student supervisor. Students will be expected to report to work when scheduled unless prior arrangements have been made with the supervisor. Punctuality is a basic requirement. If you cannot avoid being late, you must call in to inform your supervisor that you are late and what time you expect to arrive. Being late should be the exception, not the rule. In the event you need to be absent, please inform your supervisor as soon as you know you will not be able to report during your scheduled work time. If the absence is unexpected, please call your supervisor before, or at least by the time you are scheduled to report. Students must also pre-arrange a work schedule for holidays and on days like Convocation or when classes are canceled. Do not automatically assume that if classes are canceled, that you do not have to report to work. For reporting during bad weather, please see the Emergency and Inclement Weather Information website at http://www.lhup.edu/students/student_resources/emergency_weather/index.html.

SEXUAL HARASSMENT POLICY

Lock Haven University's sexual harassment policy and procedures prohibits sexual harassment. Such conduct is costly in human terms and seriously undermines the atmosphere of trust and respect that is essential to work and study for all members of the academic community.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sexual discrimination prohibited by Title IX. All reporting information for students is contained in the Sexual Harassment Policy with the link provided below. See also the My Haven mobile app with a Title IX link.

All employees, students, and vendors are to comply with both the spirit and intent of federal and state laws and regulations that relate to sexual harassment. The policy extends to all persons visiting the campus. It should be clearly understood that the university will take action to prevent sexual harassment, including, if necessary, disciplining those individuals whose behavior violates university policy. Discipline may include, but is not limited to, oral or written warning, transfer, suspension, or dismissal. Information is available at: http://www.lhup.edu/About/finance_administration/Human_Resources/policies.html

TERMINATION

VOLUNTARY – Students may resign from a position at any time. It is recommended that students provide their supervisor 1-2 weeks' notice when leaving a student employment position.

INVOLUNTARY - Student workers are employed at an at will basis. As such, Lock Haven University reserves the right to terminate an individual's employment at any time for cause or no-cause. However, in general, when work performance issues arise, supervisors should immediately discuss the issue(s) with the student, provide constructive feedback and document the conversation(s). If the job performance does not improve, the supervisor should discuss the appropriate course of action with Human Resources.

Work performance issues include, but are not limited to:

- Tardiness
- Absenteeism
- Reluctance or failure to meet job requirements as listed in the job description
- Excessive use of the telephone for personal calls
- Excessive visiting with friends during working hours

Grounds for immediate dismissal include, but are not limited to:

- Falsification of time sheets and/or inaccurate reporting of time
- Theft
- Being at work under the influence of alcohol and/or illegal substances
- Use of University equipment or supplies for personal gain
- Inappropriate disclosure or use of confidential information

WORK-RELATED INJURY POLICY

In case of a life threatening emergency, resulting from an injury on the job, the student should report DIRECTLY to the nearest hospital emergency room.

Student employees, injured on the job, must notify their supervisor immediately.

- Supervisor will complete LHUP Accident Investigation Report

Students injured on the job, but not needing medical care or an injury requiring medical care must:

- Contact HR Benefits Coordinator, 570-484-2486

If a student seeks medical care for the first 90 days of an injury they must see a Panel Physician. Panel list is available at Human Resources, 2nd floor of East Campus.