



University of Dayton

Student Employee Handbook

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This handbook provides the policies and procedures that govern student employees of the University of Dayton. Should you have any questions about the information that is contained in this handbook, please contact a representative by phone at 937-229-3249 (x93249), by visiting Student Employment in Alumni House, 208 L St. or by email at studentemployment@udayton.edu.

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RESPONSIBILITIES

You should begin your new job in a positive way and know what your employer expects of you regarding work performance, scheduling, and dress code. You should be aware of the specific policies and procedures of your employing department so that you can gain the most from your job experience. Ask questions, take the initiative, and learn as much as you possibly can. Also, be sure to obtain your employer's phone number and provide him or her with your local address and telephone number. Each job is unique and requires different skills and responsibilities; however, several universal responsibilities apply to all student employee positions.

At the University of Dayton, you are responsible for:

- Fulfilling the student employment eligibility requirements;
- Ensuring that you do not work over 20 hours per week, all positions included, during the fall and spring semesters, not including week long breaks (See Maximum Working Hours for more information);
- Respecting the rights and property of your employer and fellow employees;
- Treating all coworkers, students, and patrons with courtesy and respect;
- Acting in a professional manner at all times and respecting the confidentiality of student and University records;
- Contacting your employer before your shift begins if an illness or emergency prevents you from reporting to work;
- Discussing changes in your work schedule with your employer and keeping your employer's needs in mind when revising your work schedule;
- Reporting to work on time;
- Reporting your work hours accurately and submitting your time to your supervisor;
- Speaking with your employer when duties or instructions are unclear or if problems arise;
- Dressing appropriately, according to the dress code of your place of employment;
- Maintaining a positive work attitude of cooperation and initiative;
- Performing your work to the best of your ability and making a personal commitment toward providing quality service;
- Presenting and discussing new ideas with your employer;
- Conducting personal business on your own time and avoiding excessive socializing during working hours;
- Monitoring your Federal Work Study (FWS) earnings if you are working under the FWS program so that you do not exceed the earnings limit and notifying your employer if your FWS award changes.

PAY PROCEDURES

Direct Deposit

The University of Dayton has implemented the mandatory direct depositing of pay for all employees, including student employees, eliminating the need to print paper checks.

The key advantages of direct deposit are:

- 1) the convenience of not having to go to the bank to deposit earnings,

- 2) earnings are automatically deposited if you are on vacation or off campus on payday, and
- 3) the timely, safe, and accurate deposit of pay. The regular pay date is the date used in crediting your account.

You will need to complete the '**Direct Deposit Form**' to arrange for this service.

Form W-2

The W-2 forms, showing the calendar year's earnings, will be mailed to your permanent mailing address soon after the first of the year. Use these forms to complete your federal, state, and local tax forms. The forms, which must be completed before April 15, are available at local off-campus post offices.

In support of UD's commitment to the environment & "green" technology, a federally approved Form W-2 can now be accessed at your convenience via Porches and Banner Employee Self Service.

There are multiple benefits to receiving an electronic Form W-2:

- Earlier access to your Form W-2 (no mailing delays).
- No possibility that your Form W-2 might be lost, stolen or misplaced by the U.S. mail service and potentially expose your Social Security number and other personal information.
- Access to your Form W-2 is available 24/7 at the same easy-to-use, secure web site at which you access your paystub, time/leave reporting and leave balances.
- The electronic Form W-2 displays in the same format as a printed copy. You can print as many copies as needed and mail with your tax returns or keep for your personal records.

The IRS regulations require that employees give their consent to receive the Form W-2 in an electronic format. To consent to electronic delivery of your Form W-2, please follow and complete the steps below by January 15th. (Note: Once you provide electronic consent for your W-2, and wish to receive subsequent W-2 Forms electronically, you do not need to take any further action.)

- Login to Porches at <https://porches.udayton.edu>. Click on Human Resources.
- Scroll down to the blue HR Self-Service section. Click on Employment Details, select 'Electronic W-2 Consent'
- Read the statement
- Click the box next to 'Consent to receive W-2 electronically'
- Select the 'Submit' button
- The following confirmation message will display: Electronic W-2 consent was submitted successfully.

Please note that by giving consent, a printed copy will not be mailed. This process does not need to be repeated every calendar year. However, consent can be revoked for future years by unchecking the consent box.

NOTE: *Graduating students will receive a Form W-2 by mail to the address on file with Payroll. Porches access is disabled after graduation and the electronic version will be unavailable.*

Income Taxes

As part of the application process, students are required to complete Federal and State tax forms before they are considered eligible to work on-campus. A Student Employment Representative will explain the procedure for completing these forms. A common question is whether to claim "1" or "0" exemptions on the tax forms. Claiming "1" results in a smaller amount of taxes being deducted from your paycheck, while claiming "0" results in a larger amount being deducted. You may change the number of exemptions on your tax forms throughout the school year. If you fail to adequately complete the tax forms, state law requires the Student Employment Office to withhold an amount from your paycheck based on the highest schedule.

Full time students are exempt from paying Medicare and Social Security taxes. In order for you to take advantage of this exemption, you must be registered as a full time student during the session in which you are working. Full time status as an undergraduate requires that you be enrolled for twelve (12) credits during the school year and six (6) credits during each of the summer sessions.

If you are a resident of Indiana, Kentucky, Michigan, Pennsylvania, or West Virginia, you may claim exemption from withholding of Ohio Income tax. Instead, that income is taxable in your home state.

Limits on Co-op Students/Students Working Full-Time Internships

Students who participate in a paid co-op position or paid full-time internship position will not be eligible to work a student position on campus during their work term semesters.

Maximum Hours

Student working hours are limited so that students can remain focused on their academics as well as for the University to be in compliance with the Affordable Care Act.

Students may work 20 hours or less per week during the fall and spring semesters (all jobs combined). A work week begins at 12:00 am on Monday and ends at 11:59 pm on Sunday. During the summer semester and breaks that are at least a week or longer, student hours will be limited to 35 hours during a work week. If you are working more than one campus job, your hours are accumulated among them. Therefore, you are responsible for notifying each department of your other jobs.

Students who work during the summer semester and take 12 credit hours or more as an undergraduate student or 6 credit hours or more as a graduate student during any of the summer sessions will be limited to 20 hours a week during the session in which they are enrolled. Students who work during the summer semester must intend to register for fall classes or finishing up degree requirements in order to work through Student Employment.

Students of the university working through the Engineering Co-op Program for the University are not subject to the hours per week limitation.

Merit Raises

Pay increases are made at the discretion of individual departments and are based on merit.

Minimum Wage

The State of Ohio's minimum wage is currently \$8.80 per hour.

Overtime Policy

Overtime is not encouraged and should rarely occur since the maximum work hours during a summer work week should be no more than 35; however you are entitled to overtime pay on the rare occasion that you work more than 40 hours in a summer work week. The work week begins on Monday at 12:00 A.M. and ends on Sunday at 11:59 pm. If you are working more than one on-campus job, your hours are accumulated among them. Therefore, you are responsible for notifying each department of your other jobs, since the secondary employer is responsible for paying your overtime wages. In the event that you work more than 40 hours in one week, you will be paid 1.5 times your hourly wage for any hours in excess of 40.

Time Reporting

In order to receive a paycheck, you must complete the required Student Employment paperwork after you have been offered a position on campus. Time will be submitted online for each pay period and your employer will verify this time. Pay periods run from the 1st of the month to the 15th (paychecks are issued on the 25th), and from the 16th day of the month to the last day of the month (paychecks are issued on the 10th).

1. Open your web browser and go to the University web portal at this address: porches.udayton.edu.
2. Log into Porches using your LDAP user name and password. If you have forgotten your username and password contact the UDiT Helpdesk at 229-3888.
3. Click on the Human Resources. Scroll down to the blue HR Self-Service section.
4. Click on Time Reporting. Click on Time Sheet. On the Time Sheet Selection screen, choose the job and pay period you are reporting time for. Click on the Time Sheet button. This opens your time sheet. Click on Enter Hours for a particular day and the Time In and Out screen will appear. In Banner, time entry for students must be reported in quarter hours. Enter time in intervals of 15 minutes. For example, 10:00, 10:15, 10:30, 10:45. If you work six minutes or more within any 15 minute interval, count the entire interval as time worked. For example, if you come to work at 9:05 a.m., you would round back your start time to 9:00. If you arrive at work at 9:06 a.m., you would round forward to 9:15. Student employees are required to record both time in and out, and they may do so multiple times within a day. Click on the Save button each time to record your hours.
5. Note that the Time and Leave Reporting screen only shows seven days of the pay period at a time. To view the remainder of the pay period, click on the Next button.

6. At the end of the pay period, Submit your time sheet for approval. Enter your porches password as the LDAP password.

If you are working as a research student at UDRI or charging a research account for your time (your supervisor should inform you of this), you will be set up in the Deltek system for time entry. Please refer specific questions to your supervisor in regards to how to gain access to the system.

If you are working for a department that uses Kronos timekeeping (currently Dining Services, the Bookstore, the RecPlex, and the Arena), your account will be ready to use by 11:30 a.m. the day after your position is input into Banner. Please refer specific questions to your supervisor in regards to how to gain access to the system.

JOB SEPARATION

Non-faculty employees of the University of Dayton are employed with an “at will” status. Employees are not employed for any definite term and either party for any reason, with or without cause, may terminate the employment relationship at any time.

Resignation

You are encouraged to submit a letter of resignation to your employer at least two weeks prior to your last day of employment. If your resignation is due to a conflict or disagreement with your employer concerning policy, schedule, work ethics, attitude, or other circumstances, you may want to discuss the problem with him or her before terminating from your position. If your resignation is due to sexual harassment and/or discrimination by either your employer or your co-workers you should consider speaking with a Student Employment representative.

As a student employee, you may voluntarily terminate your job at your own discretion. Reasons for your resignation might include:

- Course work overload
- Class scheduling conflicts
- Better job opportunity
- Co-op or intern opportunity
- Graduation
- Conflict with your employer or co-workers
- Personal reasons

Involuntary Separation With Notice

Your employer may terminate your job with notice for a number of reasons. These reasons may include, but are not limited to:

- Discontinuation of the job
- Lack of departmental funding
- Scheduling conflicts
- Federal Work Study earnings maximum met

Your employer should attempt to give you two weeks prior notice and should explain the reason for the termination of employment.

Involuntary Separation Without Notice

The employer has the right to terminate student employees without notice for any reason or if students are found to be in violation of University behavioral standards. Some examples of violations include, but are not limited to:

- Time card falsification
- Repeated unexcused absences or tardiness
- Use of drugs or alcohol during or immediately prior to the work shift.
- Theft

As an exercise of its disciplinary authority, the University of Dayton also reserves the right to deny future employment to any student found to be in violation of time card falsification and theft.

Returning to Your Job after Academic Vacations

Before each semester ends, you should ask your employer about the possibility of returning to your position the next academic year or after returning from a leave of absence (e.g. co-op experience). Most campus employers offer continued employment. However, continued employment is not guaranteed since departments have the right to change staffing and programming.

UNIVERSITY POLICIES & PROCEDURES

Drug-Free Workplace Policy

In order to ensure the University's commitment to a quality educational and work environment, every employee and student has a right to work and learn in an environment free from the effects of drugs and alcohol. The University of Dayton policy on alcohol is consistent with the law in the State of Ohio. This means that no individual may purchase, possess, or consume beer or any other alcoholic beverage until age 21.

The University's drug policy states the illicit and improper use, transfer, possession, and/or sale of illegal drugs and the possession and/or use of any type of drug paraphernalia are prohibited at the University of Dayton. Each student is responsible for adhering to these policies. If a violation occurs, disciplinary action will be taken. Penalties can include termination of employment, dismissal or expulsion from the University and possible criminal prosecution.

While the University will attempt to provide support and counseling services for those involved in substance abuse, it also will act firmly through disciplinary procedures to control drug abuse and the promotion of illegal substances in the campus and in the University community.

Grievance Procedures

Occasionally, conflicts arise in the work place between the student worker and the employer. Usually these conflicts can be resolved by taking the following action:

1. If you have a grievance concerning an employer's policy or procedure, make an attempt to discuss and settle the problem with your immediate supervisor. Do not be afraid to present and talk about your concerns. Try to stay calm and rationally present your argument. Emotional outbursts tend to cause friction. Determine what you want to talk about before you meet with your supervisor. In most cases, an honest discussion resolves the conflict.
2. If you are dissatisfied with your supervisor's response, you may want to then contact your department supervisor to discuss your concerns. Explain to him or her that you have already spoken with your immediate supervisor and are dissatisfied with the outcome. Possibly, the department supervisor can resolve the conflict.
3. If you are still unable to resolve the matter, make an appointment with the Dean of Admission and Financial Aid. Be prepared to present all the information pertaining to the matter.
4. The Dean will meet with all of the individuals involved and attempt to mediate the problem. Written records reflecting these proceedings will be maintained in your student employment file.
5. If the matter is not resolved to your satisfaction, you may appeal the resolution in writing to the University's Grievance Board.

Illness/Emergency Leave

If you are absent during a scheduled work shift, you will not be paid for those hours. If you become ill and/or an emergency arises and you are unable to work, you must notify your employer as soon as possible before your shift begins, so he or she can make necessary arrangements. If your illness persists for a long period of time, notify your employer of the situation so that necessary arrangements can be made.

If you are absent due to uncontrollable circumstances and you are unable to notify your employer, you will be able to explain your situation at a later time when you return to work. However, if you have no justification for your absence, you are subject to any disciplinary action taken by your employer (e.g. reprimand, dismissal).

Injury on the Job

If you are injured on the job you must make your supervisor aware of your injury immediately. Every reasonable effort will be made to assist you in receiving prompt medical attention. U.D. Public Safety, or the University Rescue Squad, may be called if needed, and patrol officers are qualified in first-aid procedures.

It is important for you to complete the proper paperwork in order to file a claim and be reimbursed for your medical expenses. Please be sure to fulfill this obligation as soon as possible. For any additional information concerning the Worker's Compensation Policy or injury on the job, contact the Office of Human Resources, St. Mary's Hall, Room 118, 229-2541.

Jury Duty

A student employee (18 years or older) may be summoned for jury duty. If you are currently scheduled to work, your employer must keep your position available for you while you are serving jury duty. If only a phone call is required and you are not required to report in, you will be expected to report to your on campus work assignment. Jury

duty is treated as an excused absence without pay. You will receive payment from the court.

Minor's Policy

The University of Dayton has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as a Catholic and Marianist institution of higher education. The University recognizes that children are a valued part of our campus community and is committed to providing appropriate supervision to minors who are involved in University-sponsored programs both on and off campus and for non-University sponsored programs held on the University's campus. Therefore, the University has created policies aimed at protecting children who are involved with the campus community. This policy applies to student employees who will be working with minor children as part of their job. Your supervisor will inform you if you are required to take part in Minor's Policy Training.

Nepotism Policy

No student employee should be employed in, or transferred to, a department which establishes a supervisory/employee relationship between two individuals who are related as follows: parent, child, stepchild, grandparent, grandchild, brother, half-brother, stepbrother, sister, half-sister, stepsister, uncle, aunt, nephew, niece, cousin, husband, wife, stepparent, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any member of the same household.

The above includes not only situations where one person reports directly to another, but also to those situations where one person would be employed in a unit or department over which another person has authority or administrative responsibility.

Nondiscrimination and Anti-Harassment Policy (including Sexual Harassment)

The University's Nondiscrimination and Anti-Harassment Policy prohibits unlawful discrimination on the basis of race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, age, genetic information, military status, veteran status, familial status or disability. Sexual harassment, which includes but is not limited to sexual violence, is one form of sex/gender discrimination. The full Nondiscrimination and Anti-Harassment Policy can be found on the Nondiscrimination Resources Center website:

<https://udayton.edu/policies/finance/nondiscrimination-policypage.php>

A link to this website is located in the footer of every University of Dayton webpage (including Porches).

The Nondiscrimination Resources Center also serves as the home to additional helpful information regarding discrimination issues, including online report and complaint forms, the Equity Complaint Process, and the Mandatory Reporting Policy.

The Equity Complaint Process describes the process used in resolving complaints brought under the Nondiscrimination and Anti-Harassment Policy. The Nondiscrimination Resource Center also provides "How It Works: A Quick Guide," which provides a brief, easy to understand explanation of the process.

The Mandatory Reporting Policy imposes a duty on all employees, including student employees, to report promptly any information regarding potential violations of the Nondiscrimination and Anti-Harassment Policy to the Title IX/504 Coordinator and Equity Compliance Officer. The only exceptions to the mandatory reporting requirement involve employees who are clergy, counselors or doctors acting in that capacity when someone tells them of a discrimination/harassment concern.

The policies and process described above apply to all members of the University community (i.e., staff, faculty, student and visitor), except faculty may use the faculty grievance process for discrimination complaints that do not involve sex/gender.

Smoking Policy

The University of Dayton strives to maintain a healthy workplace and productive environment for all faculty, staff, students, and visitors. For that reason, the University allows smoking on campus only in designated smoking areas. "Smoking" is defined as the smoking of tobacco, other nicotine products, and/or smoking devices that expel a smoke or vapor. It includes, but is not limited to, use of cigarettes, electronic cigarettes, cigars, and pipes.

1. Smoking is allowed only in the exterior designated smoking areas. All tobacco products should be disposed in appropriate smoking receptacles – not on the ground. Designated smoking areas are clearly marked with signs. (see the [Designated Smoking Areas Map](#)).
2. Public streets, alleys, and sidewalks are not affected by this policy nor are any privately owned vehicles. Smoking is not allowed on University owned roadways, parking lots outside of designated areas, and sidewalks.
3. All University buildings including student residence halls and apartments (per the University of Dayton Housing Contract) are smoke free, except for University Houses.
4. Smoking is also prohibited in all vehicles owned or leased by the University, including golf carts and club car type vehicles.
5. In our continued efforts to promote a healthy environment, we offer those seeking to quit smoking cessation assistance through the University's Human Resources office.

Work Breaks

According to the Fair Labor Standards Act, you are not eligible for a rest break during work hours. However, most on-campus employers allow a 15 minute paid work break for every four hours of continuous work. Your work break is a privilege and if you abuse it your employer may cancel it. You cannot substitute your break for the first or last fifteen minutes of your work shift. If you are scheduled to work over a meal period you should plan to eat before or after your work shift. You will not be provided with an official paid meal break. If you work eight continuous hours, you are entitled to a one hour unpaid break. You should check with your employer for further information regarding your employing department's break policies.

Worker's Compensation Policy

All students employed by the University of Dayton are insured under State Workers Compensation Laws. Ohio law provides for the payment of medical care expenses if you are injured while performing official employment related duties at the University of Dayton.

STUDENTS WITH DISABILITIES

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, provide that no otherwise qualified disabled student shall receive unequal treatment or be discriminated against under any program or activity receiving federal financial assistance. This means that a disabled employee must be able to perform the "essential functions" of his or her job, with or without reasonable accommodation. If you have a physical or mental impairment which limits your activities and wish to pursue an on-campus position, you should contact a representative in Student Employment in order to find a position which fits your abilities and interests. You are also encouraged to visit the [Office of Learning Resources website](#) for additional assistance.

TRANSPORTATION SERVICES

The University of Dayton provides several options for students to get around campus and to get off campus. Please visit Parking Services website for more information.
https://udayton.edu/publicsafety/parking/transportation_services.php