

## **Student Employment Handbook**

Southern Illinois University Edwardsville is committed to equal educational and employment opportunity and affirmative action. SIUE administers its programs, services, and employment opportunities without regard to race, ethnicity, color, sex, creed, religion, national origin, age, disability, and veterans' status. The University abides by Affirmative Action principles. In addition, it is the policy of SIUE to make reasonable efforts to accommodate qualified individuals with special needs.

The University complies in letter and spirit with federal and state legislation, which includes but is not limited to, Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246, The Equal Pay Act, the Age Discrimination in Employment Act, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act, Titles VII and VIII of the Public Health Service Act, The Americans with Disabilities Act of 1990, and the Illinois Human Rights Act and related state laws. Inquiries regarding equal opportunity and affirmative action in admissions, administration, and employment should be directed to the Human Relations Office.

### **Applying for On-Campus Jobs**

1. Students interested in applying for a on-campus jobs may do so using Student Job Finder, SIUE's web based referral system. Students may access Student Job Finder through SIUE's home page, CougarNet, or the Student Financial Aid home page.
  - Students may access Student Job Finder two weeks prior to the break period preceding the term. For specific dates, check [Key Employment Dates](#). Students should follow the applications instructions indicated by the employer, either by submitting a referral printed from Student Job Finder, or applying on-line.
  - The prospective on-campus employer will make the hiring decision. The student should treat this interview as seriously as he/she would an interview for any off-campus job. The employer will notify the student of the results of the interview and, in the case of a hire, return a Payroll Authorization Form to the student employment area.
  - At the time of hire, the employing official will require the student to complete the U.S. Citizenship and Immigration Service's Employment Eligibility Verification (Form I-9). The student and the employing official must complete the form, and the student must provide the required documentation before beginning work. In addition to the I-9, students must also complete tax cards, a Student Employee Compliance Agreement, and a Ethics Training Pamphlet for Temporary and Student Employees. The employing official then submits the Form I-9 along with the Payroll Authorization Form in order for the student to be entered into the

university payroll system. Payroll Authorization Forms are not valid without the Form I-9.

- All hiring decisions are made by the prospective employer. New listings are added to Student Job Finder daily; students not hired after the first interview are encouraged to check Student Job Finder frequently for new job opportunities.

## Federal Work Study

Many on-campus positions require applicants to have a Federal Work Study (FWS) award. FWS is awarded to students who have applied for financial assistance and demonstrate financial need for the award.

Although there is no difference between the FWS and non-FWS pay scale, departments benefit from hiring FWS students as federal funds currently subsidize 25% of the student's wage. As a FWS employee, the student also benefits because the money earned will not be used in the calculation for determining financial aid eligibility the next time the student applies for aid.

To determine eligibility for FWS, students should apply by March 1 and indicate a work-study preference on the federal financial aid application.

Eligible FWS students may apply for community services positions. Community Service positions are noted in Student Job Finder.

## Student Employee Responsibilities

**Computer Crime:** The Illinois Computer Crime Prevention Law makes unauthorized computer use a criminal offense. Consult your employee handbook or policy manual, the graduate or undergraduate catalogs, or the fiscal officer handbook for a summary of the law.

**Controlled Substances:** All employees are hereby notified under PL 100-690, that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on property owned or controlled by the Board of Trustees or in any site where duties of University employment are being performed. Violations of this prohibition will subject employees to disciplinary action in accordance with the applicable personnel policy, law, or regulations having the force of law.

As a condition of employment for an employee directly engaging in the performance of work pursuant to a grant or contract covered by the said Act, the employee will abide by the above terms and shall notify the University of any criminal drug statute conviction for a violation thereof not later than five days after such conviction.

**Default:** Illinois law prohibits employment at the University by any person who is in default on an educational student loan.

**Enrollment:** Undergraduate student employees must be enrolled a minimum of 6 hours in the fall, spring, and summer semesters. Graduate student employees must be enrolled 5 hours in the fall and spring semesters and 3 in the summer. All

student employees must be classified as seeking a baccalaureate or graduate degree or pursuing teacher certification.

**Satisfactory Academic Progress:** Student employees must meet the University’s standards of satisfactory academic progress for financial aid recipients by regularly completing their courses and completing their degree program within the appropriate timeframe.

**Schedule/Duties:** Once a student is hired as a student employee, he/she becomes responsible for performing assigned duties according to the schedule arranged with the campus employer. The “Policies Governing Student Work at SIUE” explain the student's other rights and responsibilities as a student employee; students should read them carefully.

**Student Address:** To ensure that his/her W-2s are received annually, a student employee should maintain a current address with student employment area by completing a new W-4. These forms are available on the Student Job Finder index page at [Student Forms](#).

## Payment for Work

Student pay begins at minimum wage (\$6.50 as of 1-1-05). Student employees automatically receive a \$.10 per hour longevity increase for each 500 hours worked on campus. A pay increase is provided to some students based on specialized skills or knowledge that enables them to perform supervisory or technical tasks, to students who work in positions determined to be hard to fill, and to graduate students employed in their related field.

Before a student can be put on the University payroll, his/her campus employer must return all required paperwork, including the Form I-9, to the student employment area. There may be three weeks between the first day of a student’s employment and the receipt of a paycheck. Questions about student paychecks should be initially referred to the student's supervisor.

Students are paid every two weeks. Pay periods begin on Sunday and end on the following Saturday. A current payroll schedule is available through Student Job Finder at [Student Forms](#). Students are encouraged to take advantage of direct deposit, however, paychecks are disbursed every other Thursday after 1 p.m. at the following locations:

Edwardsville Campus employees	Office of the Bursar	Rendleman
Alton Center employees	General Office Building	Room 274
East St. Louis Center employees	East St. Louis Center	Room 2029

Students will receive their last paycheck approximately two weeks after the termination date.