



## Student Employment Handbook

### **Description**

The purpose of the student employment program at LSSU is to provide financial assistance to those in need, to provide assistance to university staff, and to provide the student with a meaningful work experience.

All available jobs are posted on the online student job board, within the Anchor Access system. There are a variety of jobs available on campus. Food service, physical plant and office jobs are the most plentiful. However, there are opportunities to be employed within a degree field with research or assistant opportunities or within specialized fields of experience.

### **Basic Rules**

In order to be employed on campus, a student must:

1. Be enrolled full time (12 credits for departmental employment, 6 credits for federal work study employment) for the semester in which they are employed, or
2. Be enrolled full time for the fall semester if they are employed during the summer.
3. Maintain their academic standing (those on academic probation may not work).
4. Be a U.S. citizen; or, if a non-U.S. citizen, complete the employment authorization process as required by the Registrar's Office and Human Resources (contact Human Resources for complete information)
5. Apply for a job using the online student job board (within Anchor Access)
6. Be offered a job by a department/hiring manager using the online student job board
7. Accept the position using the online student job board
8. **Complete all employment forms in Human Resources prior to starting work** (failure to do so will result in the student being disqualified from working the remainder of the semester).

Student employment is limited to 19 hours a week during the academic year and 40 hours a week during the summer and semester breaks. Students may work in more than one department, but total hours worked in a week must remain within these limits. Students may not work overtime.

## Types of Employment

There are three types of campus employment.

1. **Federal Work Study (FWS) program** - Students who were offered Federal Work Study have received the offer because they qualified under the FWS rules. A FWS “offer” is not a guarantee of work. When a student accepts FWS, it means that they can proceed to the next step and seek employment through the online student job board.
2. **Departmental Students (DPT)** referred to as Campus Job Opportunity - Students offered Campus Job Opportunity are those who do NOT qualify for Federal Work Study through their Financial Aid package. If Federal Work Study is not awarded as part of a Financial Aid package when a student enrolls, then they are automatically considered a departmental student if they want to seek employment on campus.
3. **International Students (Non-US citizen students on an F-1 VISA)** - Only full time F-1 students who maintain appropriate academic standing are eligible for on campus employment. Employment must be directly affiliated with Lake Superior State University and serve our students. Total employment between all on campus jobs cannot exceed 19 hours per week while school is in session. Students may work full time during school breaks as long as they are enrolled full time for the next semester (i.e., winter break, summer break). F-1 students must complete additional employment authorization paperwork after they are offered a job but prior to starting work. F-1 students are not eligible to use the online student job board due to the additional paperwork requirements. **Please see Human Resources for additional information and resources regarding on-campus employment.**

## Finding an On-Campus Job

All on-campus jobs can be viewed and applied for under LSSU Student Employment Opportunities on the Student Tab within Anchor Access.

For complete instructions on how to apply for a job through the online student job board, please follow this link: <https://www.lssu.edu/human-resources/student-employment/>

There are different instructions depending on whether your employment is Federal Work study or Departmental. International, F-1 students must go to Human Resources.

## Job Classifications

The student pay rate is equal to the current state minimum wage rate. Resident hall assistants and dorm supervisors are paid on a contractual basis. Rates for employment under certain grants and off-campus contractors will be determined by the grant or contract administrator.

## **Evaluations**

All student workers will have their work evaluated at least once during the term of their employment each academic year. The purpose of evaluation is for students to learn about their strengths and weaknesses from the supervisor's perspective and to receive a standard of measurement on which students will be able to evaluate themselves. Students are encouraged to discuss performance progress with their supervisors. The formal supervisor's evaluation will be discussed with the student employee and forwarded to the Human Resources Office to be placed in the student's personnel file. These evaluations are used for future job references.

## **Rules & Regulations**

The rules and regulations which apply to employees of the University apply to students who work on campus. In addition, many departments have their own rules and requirements which students are expected to follow. Violation of rules and regulations, failure to follow instructions, engaging in inappropriate and unprofessional behavior such as hazing or harassment will result in disciplinary action up to and including termination of the student's employment.

## **Drug-Free Workplace**

It is the policy of Lake Superior State University to maintain a drug-free workplace. Employees of the University who are employed under federal grants must certify that, as a condition of employment, they will abide by the terms of the University's policy and will notify the Public Safety Office of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Any employee so convicted will be subject to University disciplinary procedures, up to and including termination and/or participation in a substance abuse rehabilitation program. Student employees are required to adhere to the above policy, and will receive training regarding the hazards of drug abuse in the workplace.

## Student Work Responsibilities

- It is the student's responsibility to know and follow the rules and regulations of the University and the department in which they work.
- It is the student's responsibility to complete all necessary legal paperwork with Human Resources before starting work. Failure to do so will disqualify the student for working the remainder of the semester.
- It is the student's responsibility to report to work on time for the hours assigned by the supervisor.
- It is the student's responsibility to accurately track and report hours worked to their immediate supervisor. Failure to do so may cause a delay in being paid.
- If a student must be absent, he/she must call the supervisor before the start of their scheduled shift consistent with departmental rules.
- Absenteeism, tardiness or failure to properly notify the supervisor of absence from the job may result in disciplinary action up to and including termination of the student's employment.
- The student should become acquainted with his/her supervisor, fellow workers, and the rules and operation of the department.
- It is important to listen carefully to instructions and perform assigned duties carefully and completely; the student should ask questions if there is any doubt.
- It is the student's responsibility to perform the tasks assigned accurately, safely, in the time expected, using good judgment and initiative.

If you have any employment concerns or questions please contact: Human Resources at 906-635-2213

## Key Links and Contact Numbers

<b>Student Job Board Administrator</b>	Human Resources/Administration	906-635-2213
<b>Title IX</b>	Human Resources/Administration	906-635-2452
<b>Public Safety</b>	Administration Building	906-635-2100
<b>Health Care Center</b>	Health Care Building	906-635-2110
<b>Counseling</b>	Health Care Building	906-253-9383

**Student Employment Information** – includes instructions on how to use the student job board

<https://www.lssu.edu/human-resources/student-employment/>

**Employment Paperwork:** <https://www.lssu.edu/human-resources/student-employment/>

I-9 - This document requires proof of identity and employment eligibility. Common acceptable documents are a U.S. Passport or a photo id AND an original social security card or birth certificate (no copies or faxes). A full list of the acceptable documents can be viewed on page 9 of the I-9 document.

**You MUST have the required original documents with you when you complete your employment paperwork in Human Resources.**

Federal W-4 Federal Tax Form

Michigan W-4 State of Michigan Tax Form

Direct Deposit Requires proof of bank account and bank routing number