



Student Employment Handbook

2011 - 2012

**Prepared by
James Madison University
Student Work Experience Center
Updated June 2011**

A Letter from the Student Work Experience Center

Dear Student Employee:

Welcome to the James Madison University student employment program. We hope that your experience as both a JMU student and employee will be rewarding. The contributions you make in your student position significantly affect the success of the university in attaining the central mission: *To prepare students to be educated and enlightened citizens who lead productive and meaningful lives.*

This handbook serves as a resource to ensure you have the necessary information and tools that you will need to succeed in your position. The Student Work Experience Center is always available to assist you with any questions or problems you may encounter throughout your experience as a student employee. Questions that relate to your department should be directed to your supervisor. Please visit the [University Policy Committee's website](#) for a complete and current list of all JMU policies.

We wish you all the best,
The Student Work Experience Center

Please note: This handbook has been prepared by the Student Work Experience Center and is intended for the student employees of James Madison University. It is neither an employment contract nor an invitation to a contract of any kind. The policies, procedures and other information contained in this book may be changed without notice by the university and/or the Commonwealth of Virginia.

The Student Work Experience Center Contact Information

Location: 3rd Floor Warren Hall
Mailing Address: MSC 3519
170 Bluestone Drive
Harrisonburg, VA 22807
Email Address: studentjobs@jmu.edu
Website: www.jmu.edu/stuemploy
Telephone Number: 540-568-3269
Fax Number: 540-568-1695

Student Employment Mission Statement

To enhance student learning and meet departmental student employment needs by providing meaningful work experiences.

Introduction

The objectives of the Student Work Experience Center are to provide standardized practices and procedures for student employment, to provide a centralized information system for student employment opportunities, to enhance the awareness of student employment, to provide learning opportunities, and to increase the number and variety of on and off campus employment opportunities.

The guidelines, policies, and procedures contained in this handbook have been developed toward meeting the needs of student employees.

The University's commitment to educating students is advanced through student employment. An essential knowledge of work ethics is gained through work experiences. Student employment is intended to be a learning experience and a productive activity, which supplements a student's academic career. We encourage students to be aware of their responsibilities and to be active agents in making the employment experience a positive one.

Advantages of Student Employment:

- For new student employees to the university, working on campus helps develop a sense of community and belonging. Students who feel a part of their university tend to do better scholastically and remain at the university to degree completion.
- Students with employment history will establish a work record and learn fundamental skills of employment such as punctuality, communication, cooperation, and management.
- Student employees gain preparation for the world of work through the processes of interviewing, hiring, training, supervision, relating to coworkers and the public, meeting expectations, and goal achievement.
- Student employees have opportunities to sample several career choices through varied work experiences.

The Student Employment Policy

(JMU Policy 1334)

Student employees shall be hired strictly on a part-time, at-will basis. Student employees serve at the will and pleasure of the university. Student employees are not covered by the provisions of the Virginia Personnel Act.

Student employment is intended to provide additional workers for part-time, seasonal or temporarily excessive workloads, interim replacements, short-term projects, or jobs that do not necessitate full-time classified employees. Student employment does not encompass internships, fellowships, assistantships, or other situations where the purpose of the work performed by the student is primarily training for the completion of a degree. (See Section 9, Exclusions, and Policy 2103 Graduate Assistants).

Student Employment Programs

JMU offers two on-campus employment programs to assist degree-seeking students. The Federal Work-Study (FWS) program is federally subsidized and designed to promote part-time employment opportunities to students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA). The Institutional Employment (IE) program is funded entirely by JMU and is not based on financial need.

Federal Work-Study (FWS)

To be eligible for employment under this program, the student must be degree seeking, have financial need according to the FAFSA (<http://www.fafsa.ed.gov>), be meeting Satisfactory Academic Progress (<http://www.jmu.edu/finaid/sapgrad.shtml>) and be enrolled on at least a half time basis (6 credits for undergraduate and 5 credits for graduate) during the academic year (fall and spring semesters). During the summer, the student must have intent to re-enroll for the following fall semester in a degree seeking program. **Students employed as federal work study cannot begin work until the first day of the fall semester and cannot work past the last day/graduation day in the spring semester.**

Most FWS jobs are on campus. Off-Campus FWS employment opportunities are coordinated by the Community Service Learning Office (<http://www.jmu.edu/csl/>):

- Community Service - employment in an agency where services are designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs.
- America Reads Program - employment in local elementary schools which enables student to serve as tutors in an effort to increase literacy nationwide.

Questions about this program or FWS eligibility should be directed to Student Employment (studentjobs@jmu.edu) or review the fws frequently asked questions on our website at, http://www.jmu.edu/stuemploy/fws_faq.shtml.

Institutional Employment (IE)

The Institutional Employment (IE) Program is on-campus employment, funded by JMU. This program is not based on financial need. The student employee is **not** required to file a FAFSA. The student employee must be degree seeking and enrolled on at least a half time basis (6 credits for undergraduate and 5 credits for graduate) during the academic year (fall and spring semesters). During the summer, the student employee must have intent to re-enroll for the following fall semester in a degree seeking program.

For more information on either the Federal Work Study or Institutional Employment Programs, please visit our website at, <http://www.jmu.edu/stuemploy/programs.shtml>.

Additional Information:

Students interested in **JMU's Police Cadet Program**, <http://www.jmu.edu/pubsafety/CadetProgram.shtml>, should visit their website for program description and application procedures.

Students seeking employment in one of **JMU's dining facilities** will need to obtain an application from **Aramark** online at, <http://www.campusdish.com/en-US/CSMA/JMU/Employment/> or visit their office at Entrance 7 of Gibbons Hall.

Students interested in working for the **JMU Bookstore** will need to obtain an

application from **e-Follett** online at, <http://www.jmu.edu/bookstore/jobs.shtml>, or apply directly through e-Follett at the bookstore.

Graduate students seeking assistantships should search the Job link website, <https://joblink.jmu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1276628719317> or visit the Graduate School website at, <http://www.jmu.edu/grad>.

Part-Time Off-Campus Employment Program

The Part-Time Off-Campus Employment Program is designed to provide resources to assist students with finding part-time, off campus employment, regardless of financial need. Additionally, the program is centered on creating real-world experiences for students that will not only increase self-knowledge, but develop marketable skills that will provide a solid foundation for securing career options beyond graduation. We post a variety of part-time opportunities including but not limited to: retail, industrial, financial, medical, recreational, childcare, educational, as well as community services agencies. Students may view open positions by choosing Off-Campus Job Announcements from the student employment website at http://www.jmu.edu/stuemploy/job_announcements.shtml.

Local Employers post positions by completing the online Job Posting Form (found on the student employment website at <http://www.jmu.edu/stuemploy/postjob.shtml> . Once a student has been hired, local employers will then fill out the online Remove Job Posting Form (found on the student employment website at <http://www.jmu.edu/stuemploy/removejob.shtml>).

Student Employee Rights

Student Employees are entitled to:

- Information regarding the rate of pay, award amount (FWS), and the number of hours to be worked per week.
- A specific job description, as well as the supervisor's expectations and standards.
- A clearly defined work schedule.
- Adequate training to perform assigned tasks.
- A safe and sanitary work environment.
- Regular supervision and review of work performed (evaluation).
- Clear explanation of the procedures for submitting completed timesheets.
- Instructions by supervisors regarding procedures to be followed if the student cannot report for a scheduled work period.
- A procedure for stating concerns related to the job or supervisor.

Student Employee Responsibilities

Student Employees are encouraged to:

- Become familiar with information provided regarding the terms of the Student Employment Contract and/or FWS award, and general student employee policies.
- Provide supervisor with a copy of class schedule. Students may not be assigned work

during times that classes are scheduled.

- Report to the designated department on the agreed contract starting date.
- Complete all hiring paperwork in a timely manner.
- Understand the specific job responsibilities, as well as the supervisor's expectations and standards.
- Observe specific employing unit work rules and requirements.
- Report promptly at the scheduled time and work for the required period of time.
- Notify their supervisor if they are unable to work during the assigned time due to illness or other acceptable reasons. Give sufficient advance notice when possible.
- Perform tasks in an efficient and timely manner.
- Use your time productively and avoid socializing on the job; if possible, schedule two or three-hour time slots when determining the work schedule.
- Be courteous at all times to their supervisor, other department members, and guests.

FICA Exemption

The Internal Revenue Code imposes a tax on employers and employees referred to as the Federal Insurance Contributions Act (FICA). The Code, however, contains a number of exceptions to the FICA tax, one of which exempts services performed for a college or university by a "student who is enrolled and regularly attending classes" at the institution.

A student employee of James Madison University is eligible for this exemption if the following conditions are met:

1. The student employee must be enrolled and attending classes on at least a half-time basis, either in an undergraduate or graduate program of JMU. Per the University Registrar's guidelines, half-time basis equates to at least six credits taken each term for undergraduate students, and at least five credits taken each term for graduate students.
2. The student employee must not be eligible to receive benefits from JMU that are offered to non-student positions. These benefits include but are not limited to the 403-b annuity program, the state retirement program or the tuition waiver benefit.
3. Student employees who start work within one month of the beginning of a new semester in which he/she is enrolled on at least a half-time basis. The exemption is also available for the student employee who completes working for JMU within a month of the completion of the semester in which he/she was enrolled on at least a half-time basis.
4. The FICA exemption is not available for a student employee during summer break if he/she is not enrolled at JMU on at least a half-time basis during the summer semester. The FICA exemption does not apply to any other university break if that break extends more than five weeks in length.

A student employee status as half-time will be determined at the end of the drop-add period of each semester. Please visit Payroll's website at <http://www.jmu.edu/payroll/studentfica.shtml> for

additional information.

Maximum Work Hours

A student employee in an Institutional Employment or Federal Work-Study position cannot exceed 20 hours in a week. In addition, a Federal Work Study student employee cannot continue working in a FWS position once they have earned their award limit. Once the student has earned the entire FWS award, the student must stop working or be paid as an IE employee.

Pay and Direct Deposit

Employees are required to sign up for Direct Deposit, where the paycheck is automatically deposited into the employee's bank account. Paychecks are issued on the 16th and last day of every month. Should that day fall on a weekend or holiday, the paycheck will be issued on the previous business day.

JMU Employee Self Service (J-Ess)

Once your hiring paperwork has been processed into JMU's payroll system, you will have access to view paycheck data and make changes to current tax and direct deposit forms via J-Ess. J-Ess can be accessed by visiting this link, <https://jess.jmu.edu/psp/jess/SELSERV/?cmd=login>

Time Sheets

Student employees are required to accurately complete, sign and submit timesheets to their supervisor each pay period to ensure the timely payment of wages earned. This requirement is a condition of employment and could result in termination if after two consecutive time periods (1 month) time sheets are not submitted.

Background Checks (Criminal History Record Check)

All newly hired or rehired (any individuals whose rehire date exceeds one year from the termination date) student employees will undergo a criminal history record check **if a job requirement involves the handling and/or processing of credit card data, payments and transactions**. This requirement adheres to the universities compliance with the Payment Card Industry Data Security Standards (PCI DSS) standards.

Social Security Cards

Every employee **must provide a copy** of their social security card upon hire for payroll purposes. It is federal law that the name on the paycheck matches the name on the social security card. If you have lost or do not have a copy of your social security card, you can go directly to the Social Security Administration (SSA) Office located in Harrisonburg to apply for a new card.

E-Verify

All new student employees hired on or after June 1, 2011 will be entered into the E-Verify internet-based system operated by DHS (Department of Homeland Security in partnership with SSA (Social Security Administration) that enables employers to electronically verify the

employment eligibility of their newly hired employees. Student Employment staff will use the information provided on the student's I-9 Verification form to enter into the E-Verify system. All rehires with a break in service of one year or longer will also need to be entered into the E-Verify system.

- Due to the implementation of E-Verify, all new hires when completing the Form I-9, Employment Eligibility Verification Form, will be required to provide a social security number in Section I. In addition, any List B document that employees present to show identity **MUST** contain a photo. The hiring department will need to make a copy of the documents presented and retain the copy with the I-9 form.

Code of Conduct

All employees are expected to conduct themselves in a professional manner. Unsatisfactory performance, insubordination, violence or the threat of violence, missing an excessive amount of time from work, improper conduct or other unacceptable performance behavior may result in disciplinary action up to and including termination.

Safety in the Workplace

It is the policy of James Madison University to provide all employees with a working environment that is free from recognized health or safety hazards. JMU's Office of Public Safety strives to improve the quality of life of those we serve by developing partnerships with the university community so that together we can effectively address issues and concerns. It is our primary goal to maintain a secure environment with equal protection under the law, and to provide dedicated service for all persons living, working and visiting with the university. While the university provides a safe place to work, you are responsible for performing your duties in a safe manner and following all safety rules established by your department. You should discuss with your supervisor the possible hazards on your job and make sure you are familiar with any equipment you operate.

Campus Police

The on-campus emergency number, **6911**, connects any campus phone directly to the university's police. (*Note: this is the one on-campus number that does not require dialing an 8 before the number*). There is in excess of 250 emergency telephones located across campus. These telephones provide one-button speed dialing for instant communication with the university police. Crime statistics for the most recent 3-year period are published in the "Your Right to Know" brochure available from the Office of Public Safety (568-6913).

Equal Opportunity Policy

(JMU Policy 1302)

It is the policy of James Madison University to provide equal employment and educational opportunities without discrimination against all individuals on the basis of race, color, national origin, religion, creed, gender, sexual orientation, age, veteran status, veteran status, political affiliation, or disability.

Disabilities and Reasonable Accommodations

(JMU Policy 1331)

The Americans with Disabilities Act (42 U.S.C. § 12,101 et. seq.) as modified by the American with Disability Act Amendments Act of 2008, and Section 504 of the Rehabilitation Act (29 U.S.C. §791, et. seq.) prohibit discrimination against a person with a disability in the offer or conditions of employment, and in the participation or furnishing of services. James Madison University is obliged to provide reasonable accommodations to enable qualified individuals with documented disabilities to perform a job, participate in a class, or participate in other university functions.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of a particular job or meet specific academic/program requirements for participation in a university-sponsored program, service, or activity. To be covered under ADA, the disability must be substantial and not temporary. The ADA does not alter JMU's right to hire the best-qualified applicant but does prohibit discrimination against a qualified applicant or employee because of his/her disability. For more information on ADA, contact Human Resources or the university's Office of Equal Opportunity at 540-568-6991. A Disability Resources Committee has also been established to provide information on ADA related matters. Visit their web site at <http://jmu.edu/humanresources/ADA.shtml>.

Alcohol and Other Drugs

(JMU Policy 1110)

JMU's Policy 1110 states that each of the following acts by university employees is prohibited under this policy:

- The Unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs on the workplace;
- Impairment in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes);
- The criminal conviction for a:
 - Violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
 - Violation of any alcoholic beverage control law, or law that governs driving while intoxicated;
 - Or an employee's failure to report, within five calendar days, any offense described above to his or her supervisor.

A workplace is any university- owned or leased property or any site where university employees are performing official duties. Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions pursuant to applicable disciplinary policies, up to and including termination. The severity of the disciplinary action chosen must be decided on a case-by-case basis depending on the circumstances of each case.

Discrimination and Harassment

(JMU Policy 1324)

James Madison University seeks to provide a work and study environment free from all forms of harassment, intimidation and exploitation. Harassment is unwelcome, offensive verbal or physical conduct when:

- Submission to the conduct is made a condition of employment or admission of an applicant;
- Submission to or rejection of the conduct is made the basis for personnel action (recommendation for promotion or tenure) or grades; or
- The conduct seriously affects an employee's performance or creates an intimidating, hostile or offensive work or study environment.

The conduct includes, but is not limited to, unwelcome offensive behaviors referring to a person's gender, race, age, religion, disability, political affiliation, sexual orientation, or national origin.

Questions, assistance or violations related to these policies should be directed to the university's Office of Equal Opportunity at 540-568-6991.

Smoking Regulations

(JMU Policy 1111)

Smoking is permitted in designated areas only. Please check with your supervisor as to where these areas are located.

Prohibition of Weapons on Campus

(JMU Policy 1105)

No person shall carry, maintain, or store a weapon, concealed or otherwise, on any property owned, leased, or controlled by James Madison University. This policy applies to weapons carried about the person and maintenance or storage of any weapon in any university facility or within any parked vehicle on university premises.

Returning University Property/Transfer or Separation from Employment

(JMU Policy 1314)

Student employees must return all university property such as keys, electronic equipment, uniforms, etc *before* they leave the position to their supervisor.