



University of Dayton

Student Employee Handbook

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Student Employee Handbook

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STUDENT RESPONSIBILITIES

You should begin your new job in a positive way and know what is expected 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 the phone numbers of your supervisor and your department's manager and provide them 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);
- Ensuring that you are meeting academic standards and are not on academic probation;
- Respecting the rights and property of the University and your 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 supervisor before your shift begins if an illness or emergency prevents you from reporting to work;
- Discussing changes in your work schedule with your supervisor and keeping your department'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 supervisor 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 supervisor;
- 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 supervisor if your FWS award changes.
- Complying with all applicable University policies.

WORKING ON CAMPUS

Time Reporting

Once you have completed the required Student Employment paperwork, you will have access to one of the timekeeping systems on campus.

Porches Time Entry:

1. Log into Porches at porches.udayton.edu.
2. Use your UD user name and password. If you have forgotten your username and password contact the Udit Helpdesk at 229-3888.
3. Click on Human Resources. Click on Employee Dashboard in the blue HR Self-Service section at the top of the screen.
4. Click on Enter Time. A calendar will open. Click on the day you worked and use the clock icon to select the time you started and the time you stopped working. Do this for every day that you work. 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 eight or more minutes within any 15 minute interval, count the entire interval as time worked; if you work seven or less minutes within any 15 minute interval, do not count the interval as time worked. For example, if you come to work between 9:01 a.m. and 9:07 a.m., you would round back your start time to 9:00. If you arrive at work between 9:08 a.m. and 9:15 a.m., you would round your start time 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. If you have more than one job, you will have the option to choose the job you are reporting time for when you click on a day in the calendar.
6. At the end of the pay period, click on Preview. Then click on Submit.

Costpoint/Deltek Time Entry:

If you are working as a research student at UDRl 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.

Time Clock Plus (TCP):

If you are working for a department that uses TCP (currently Dining Services, the Bookstore, the OLR, Housing, the RecPlex, the Arena, Law School Library, and Flyer Enterprises Joint Ventures), 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.

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 for purposes of the maximum weekly hours limit. 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 be 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.

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 for purposes of determining potential entitlement to overtime pay. Therefore, you are responsible for notifying each department of your other jobs, since the secondary department 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 during that workweek.

Pay Schedule

Students working on campus are paid on a bi-weekly pay schedule. Time is due for approval every other Monday and pay day is the Friday of the same week. Students who use Costpoint/Deltek to report time are paid on a semi-monthly basis. Time worked from the 1st of the month to the 15th of the month, is paid on the 25th of the month. Time worked from the 16th of the month to the last day of the month is paid on the 10th of the following month. If the 10th or 25th fall on a weekend or a holiday, pay will be received on the day before.

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. An electronic Direct Deposit form can be found on Payroll's website.

FICA Tax Exemption

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.

Form W-2

The W-2 form, 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.

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.
- Click on Employee Dashboard in the blue HR Self-Service section at the top of the screen. Click on Taxes, then select 'Electronic Regulatory 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.*

PAY RATES AND INCREASES

Minimum Wage

As of January 1, 2023, the State of Ohio's minimum wage is \$10.10 per hour.

Merit Raises

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

SPECIAL RESTRICTIONS

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.

Working On-Campus vs Research/Research Funded Position

Though students can have more than one position on campus, students cannot work on campus and at the research institute at the same time (or a research funded position). This is due to the different pay schedule that the Research Institute is on. Furthermore, students who do work at the Research Institute can only hold one job at a time. This also applies to any job on campus that is research funded and uses Costpoint/Deltek for time reporting.

JOB SEPARATION

You are employed by the University of Dayton “at will”. This means you are not employed for any definite term and either you or the University can, for any reason, and with or without cause, terminate the employment relationship at any time.

Resignation

You are encouraged to submit a letter of resignation to your department at least two weeks prior to your last day of employment. If your resignation is due to a conflict or disagreement with your department’s management concerning policy, schedule, work ethics, attitude, or other circumstances, you may want to discuss the problem with them before terminating from your position. If you believe you have suffered harassment, discrimination, or other types of inappropriate conduct by a University employee or student, you should consider speaking with a Student Employment representative as soon as possible, and if you believe the conduct violates the Non-Discrimination and Anti-Harassment Policy, you should report it to the Equity Compliance Office.

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 management or co-workers
- Personal reasons

Involuntary Separation With Notice

Your employment may be terminated 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

You will be provided with two weeks notice prior to the separation unless advance notice is not possible under the circumstances, and an explanation of the reason for the separation.

Involuntary Separation Without Notice

The University has the right to terminate student employees who are found to be in violation of University policies or behavioral standards.

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 University policies or behavioral standards.

Returning to Your Job after Academic Vacations

Before each semester ends, you should ask your supervisor 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 departments offer continued employment. However, continued employment is not guaranteed since departments have the right to change staffing and programming.

UNIVERSITY POLICIES & PROCEDURES

Affirmative Action Policy

The University of Dayton is an affirmative action, equal opportunity employer that prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, disability, and veteran status. All University employment policies, practices and procedures are administered in a manner consistent with our Catholic and Marianist identity. To read the full policy, click on [HERE](#).

Conflict of Interest Policy

The participation of employees in external activities that enhance their professional skills or constitute public service can be beneficial to the University as well as the individual employee. External activities can sometimes lead to conflicts of interest with regard to an employee's university responsibilities. As such, this policy is intended to provide a framework for recognizing and managing employee conflicts of interest, and whenever possible, to prevent even the appearance of conflicts of interest. To read the full policy, click [HERE](#).

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. To read the full policy, click [HERE](#).

Equal Employment Opportunity Policy

In accordance with its Catholic and Marianist mission, the University is committed to the principles of diversity, inclusion, and equal opportunity. Equal opportunity shall be assured in employment decisions such as hiring and termination, promotion and demotion, job assignment, transfer, compensation, discipline, training and development. The University is committed to providing equal employment opportunity for all employees and applicants for employment without regard to age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, gender identity, gender expression, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation. To read the full policy, click [HERE](#).

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 supervisor as soon as possible before your shift begins, so they can make necessary arrangements. If your illness persists for a long period of time, notify your supervisor 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 supervisor, 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 disciplinary action taken (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 through the Worker's Compensation system. Please be sure to fulfill this obligation as soon as possible. For any additional information concerning Worker's Compensation or injury on the job, go to the Porches HR forms website at <https://porches.udayton.edu/group/hr/forms>

Jury Duty

A student employee who is 18 years or older may be summoned for jury duty. If you this happens to you and you are scheduled to work during your jury duty, your department

must keep your position available for you while you are serving jury duty. If you have been called for jury duty but then are not required to report for it, you will be expected to report to work. Jury duty is treated as an excused absence without pay. You may receive payment from the court.

Mandatory Reporting Policy

The Mandatory Reporting Policy outlines the University's policy regarding mandated reporting of suspected discrimination, including harassment, based on membership in a protected class. This policy is in place to make the University community aware of one's mandatory duty to report possible discrimination and the process for doing so. Sexual harassment is a type of sex discrimination that includes sexual assault, dating violence, domestic violence, and stalking. To read the full policy, click [HERE](#).

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

Employment opportunities within the University of Dayton are not and should not be based upon or influenced by family or other types of personal relationships. The University will maintain policies designed to guard against employment relationships from which nepotism or charges of nepotism might arise. To read the full policy, click [HERE](#).

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, gender identity, gender expression, 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). To read the full policy, click [HERE](#).

Policy on Distribution or Sale of Materials and Solicitation of or by Employees

The purpose of this policy is to establish the University of Dayton’s intent to have a work environment that is free from solicitation and distribution efforts that do not relate to and could interfere with the University’s business or operations. While the University actively encourages staff participation in community activities and organizations outside of work, work time is more productive and pleasant when not interrupted by solicitations and distribution of materials by employees. To read the full policy, click [HERE](#).

Policy Prohibiting Illegal, Fraudulent, Dishonest, and Unethical Conduct

The University of Dayton is committed to upholding the highest standards of honest behavior, ethical conduct and fiduciary responsibility with respect to University funds, resources and property. The University also expects members of the University community to not only behave in a manner that is compatible with the University’s function as an educational institution and its commitment to community, but also comply with all applicable state, local and federal statutes, rules and regulations. To read the full policy, click [HERE](#).

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. To read the full policy, click [HERE](#).

Violence in the Workplace Policy

It is the intent of the University to provide a safe and secure environment for University employees, students, and visitors by establishing preventative measures and providing

assistance and support to victims of violent behavior. To read the full policy, click [HERE](#).

Work Breaks

Most on-campus departments 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 department 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 department for further information regarding its break policies.

Worker's Compensation

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 and, in certain cases, partial compensation for lost time if you are injured while performing official employment related duties at the University of Dayton.

REQUEST FOR ACCOMMODATIONS

The University of Dayton will, upon request, provide reasonable accommodations to employees with disabilities or pregnancy-related medical conditions that are needed to perform the essential functions or duties of their positions, unless an accommodation would impose an undue hardship upon the University. Consideration of reasonable accommodations for known disabilities or pregnancy-related medical conditions will also be made for disabled applicants who may need them in order to perform the essential functions or duties of positions sought.

It is the responsibility of an employee with a disability or pregnancy-related medical condition to make an accommodation request. To request an accommodation for a disability, you should talk with your supervisor or the Office of Human Resources. In most cases, the University will require appropriate documentation of the disability or pregnancy-related medical condition and the need for the specific requested accommodation. The University intends that its procedures will facilitate an interactive process of dialogue and timely exchange of information between the employee and the University. For more detailed information, see the HR Employee Resources page on Porches, by clicking [HERE](#).

If you have a disability or pregnancy-related medical condition and wish to pursue an on-campus position but are concerned you may not qualify for it due to your condition, you should contact a representative in Student Employment in order to find a position that you may be able to hold with a reasonable accommodation. 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

QUESTIONS/DISCLAIMER

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.

The University of Dayton reserves the right to change or update this handbook at any time with or without notice. The most current handbook supersedes any previous handbook.