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Section I: Overview

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Federal Form W-4

- ◁ Students should use their permanent home address on all tax forms.
- ◁ Students who claim exempt must complete a new W-4 annually.

State of Ohio – Department of Tax Form

- ◁ Students should use their permanent home address on all tax forms.
- ◁ Do not enter school district code as Wittenberg does not withhold school district taxes.

Form 8233

- ◁ International students are required to complete the Form 8233 and Blue Supporting Statement.
- ◁ *International Students (Non-Resident Aliens)* may be exempt from U.S. income tax, under certain conditions, and tax exemptions provided by treaty arrangements between the United States and certain countries.
- ◁ International students are not permitted to start working until they have received a Social Security card and have presented it to the Office of Student Employment.

termination.

- ◁ Students may not work 2 or more positions at the same time.
- ◁ Students may not work during class time.
- ◁ Hours should be submitted to the nearest quarter of an hour. For example, students leaving at 4:05 p.m. should submit 4 p.m. If a student's dismissal time is at 4:09 p.m., a student should round to 4:15 p.m.
- ◁ Students access electronic timesheets through Self Service by selecting "Employee," then "Time Entry."

information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their jobs.

- ◁ FERPA violations may result in disciplinary action, including, but not limited to, job termination and referral to the Office of Student Conduct.
- ◁ Students sign a Confidentiality Statement which outlines FERPA and expectations for confidentiality and discretion with student records and information.

Record Retention

- ◁ Student employment records are retained in accordance with Human Resource record retention standards.
- ◁ Supervisors should submit original contracts and any other documentation to the Office of Student Employment to be held in the student's personnel file.

Section VI: Disciplinary Process

- ◁ Wittenberg University is an “at will” employer, and at any time can chose to discontinue a student’s employment.
- ◁ To address disciplinary or performance concerns, supervisors must follow the process below and submit documentation to the Office of Student Employment:
 - *Verbal Reprimand*: On the first violation of a rule or regulation, a verbal reprimand is normally sufficient to correct the problem. A copy of this will be placed in the student’s employment file in the Office of Student Employment
 - *Written Reprimand*: When a verbal reprimand has not been effective or if the seriousness of the offense demands stronger disciplinary action, the student may receive a written reprimand. A copy of the written reprimand will be placed in the student’s employment file in the Office of Student Employment.
 - *Suspension*: When a reprimand is insufficient, suspension without pay may be imposed. The university has sole discretion to determine the length of the suspension.
 - *Termination*: In serious cases, the university may choose to terminate the student rather than impose a reprimand or suspension. Supervisors should consult with the

- Engaging in acts of dishonesty, fraud, theft, or sabotage
- Unexcused absence or failure to report to work on time
- Using abusive or vulgar language

Section VII: Expectations of Student Employees

- ◁ All student employees are held to Wittenberg's student code of conduct and ethics in addition to any performance and behavior standards set by individual departments and the following expectations:
 - Maintain accurate work records and submit your online timesheet by the required deadline.
 - Arrive to your shift on time and ready to begin your duties.
 - Contact your supervisor in advance if you are unable to work your shift/find a suitable substitute if necessary.
 - Develop a positive relationship with your supervisor and other student employees in your office/department.
 - Behave in a professional manner.
 - Dress appropriately for your work place.
 - Follow instructions and performance expectations provided by your supervisor.
 - Refrain from personal telephone, online streaming, and social media use while at work unless arranged with your supervisor.
 - Refrain from studying/homework in lieu of work responsibilities.
 - If you are working during your normal scheduled class time due to cancellation of class, you must notify supervisor that the class was cancelled.

Substance Abuse & Illicit Drug Use

- ◁ Student employees are held to and are expected to understand the policies and resources regarding substance abuse and illicit drug use found in the Student Code of Conduct and Ethics at this link:
http://www.wittenberg.edu/administration/student_development/handbook.html

Complaints Regarding Sexual Misconduct

- ◁ Student employees are held to and are expected to understand the policies and resources regarding sexual misconduct and violence found in the Student Code of Conduct and Ethics at this link: http://www.wittenberg.edu/administration/student_development/handbook.html.

Work-Related Injury

- ◁ Student employees are covered by the State of Ohio Worker's Compensation Act and are eligible to receive benefits compensating them for injuries sustained in the course of employment.
- ◁ If injured while working, the student employee must notify the supervisor and the Office of Student Employment.

- < If the injury requires immediate emergency treatment, the student should seek treatment immediately then follow up with an injury report.
- < The Accident and Injury Report form can be found at www.wittenberg.edu/studentemployment.

