Congratulations . . .

. . .on your hire as a student employee on campus.

This orientation is required for all K students hired to work in on-campus positions.

Today you will learn some campus-wide general guidelines and policies; please discuss specific department guidelines and policies with your supervisor.
Responsibilities of student employees

A campus job is a serious obligation and an opportunity to enhance your skills and reputation. Your performance, attitude and conduct matter. You may be the first contact a person has with Kalamazoo College, and your interactions will leave a lasting impression. Represent yourself and your workplace well.
Responsibilities of student employees (continued)

As a student employee, you make a commitment to perform your job duties to the best of your abilities. Student employee positions are real jobs and should be treated as such. Your campus job is an opportunity to develop professionally and to build relevant skills you won’t learn in the classroom. In addition, your department supervisor may later serve as a reference and a source for letters of recommendation.

By adhering to the following guidelines and practices, you will make the most of your campus employment opportunity.
Attendance and Work Schedules

Student employees are hired as part-time temps and should be scheduled as such. Kalamazoo College relies on the skills of supervisors and the good judgment of student employees to take all factors into consideration when establishing work schedules. Supervisors and students should remember that academic success is always the top priority.
Attendance and Work Schedules (continued)

General guidelines for student employees:

– Always arrive for work on time. If required, notify supervisor of your arrival to work.

– If you know you will need to miss work for any reason, request permission from your supervisor in advance.

  * Each office or department may have its own attendance and call-off policy. Check with your supervisor for details.

– In the case of an emergency, contact your supervisor as soon as you know you will miss work.

– Student employees may not work during times they are scheduled to be in class or for a total of more than 20 hours per week, with the exception of term breaks.
Attire

Student employees represent Kalamazoo College whenever they work. Please dress appropriately for your job, as specified by your supervisor.

General guidelines for student employees:

- Shorts and skirts should be appropriate length.
- Shirts should provide appropriate coverage.
- Pants or jeans should not be torn or ripped.
- Students should wear appropriate footwear. Flip-flops are not permitted.
Work Ethic and Attitude

Strong work ethic and a positive attitude from student employees help departments make the most of limited resources and better serve the campus community.

General guidelines for student employees:

– Be responsible for your work and your behavior.
– Try to establish good working relationships with your supervisor and other student co-workers.
– Be considerate of others while they are working and maintain a professional atmosphere.
– Respond positively to feedback and constructive criticism, respectfully seeking clarification if necessary.
General guidelines for student employees:

– Limit use of cell phones and computers for entertainment or personal business at work. Posting on a personal Twitter or Facebook account, paying bills, or texting friends are examples of inappropriate activities during work hours.

– The College recognizes that urgent personal matters may come up during work hours, however extended personal phone calls, texts and email correspondences and visits to the workplace are considered inappropriate.

– Be respectful of supplies and equipment owned by the College. Equipment and supplies are to be used for official College business only.
Skill-Building and Competency

Student employees may be asked to perform a variety of tasks by supervisors, and often will need to learn new skills and procedures to complete these. Departments recognize the “learning curve” student employees face, but do require student employees to work to the best of their abilities on tasks required of them.
Skill-Building and Competency (continued)

General guidelines for student employees:

- Always perform your assigned duties to the best of your ability.
- Follow instructions correctly and completely - do your best!
- If instructions are not clear, ask for clarification in order to complete each task accurately.
- Complete your work on time. If for some reason your work will not be completed on time, it is your duty to let your supervisor know.
- If you are not able to complete an assignment because you don’t have the skills or training necessary, tell your supervisor immediately.
- Be willing to learn new skills while at work. For instance, you may learn to use a new computer program, procedures, or other skills that may require some training.
- When using certain equipment, students should keep safety in mind and only use equipment after receiving instructions on how to do so safely and correctly.
Professional Conduct and Public Relations

Student employees represent both the College and their departments in their work. Assisting the College and departments maintain a professional reputation lends itself to better services for students and Kalamazoo College employees.
Professional Conduct and Public Relations *(continued)*

General guidelines for student employees:

- Act in a professional manner concerning all aspects of your work.
- Always follow Kalamazoo College and department policies and procedures. If you are unsure of what these are, ask your supervisor.
- Listen carefully and provide clear and polite responses to other students, Kalamazoo College employees, and visitors whether talking on the phone, over email, or in person.
- Ask your supervisor if there is a specific script you should be using when answering the phone or receiving guests, or a template you should use when sending emails.
- If you do not know the answer to a question, let the questioner know that you will look for that information or will ask your supervisor before providing a response. Never provide information you are unsure about as if it were fact.
Additional Policies and Practices: Conditions of Employment

To maintain your eligibility for campus employment, you must be enrolled for at least two credits during the term, and maintain at least a 2.0 GPA. Lab aides and peer tutors need a 3.0 GPA.

Student work must not be scheduled during registered class time.

Student employees must follow the policies of the College and the department in which you are working.

Student employees are temporary, hourly employees who are hired on an as-needed basis. Kalamazoo College makes every effort to employ as many students as possible, but there is no guarantee that a student will find a position.
Additional Policies and Practices: Quitting and Termination

It is recommended that you give your supervisor a two-week notice if you plan to quit your job. This will allow your supervisor some time to find a replacement for you. Remember that your supervisor may be giving you a work reference in the future, so be careful not to “burn your bridges.”

Student employees are considered at-will employees and may be terminated at any time. Supervisors are asked to provide notification in advance if a position is going to be cut due lack of resources or other reasons pertaining to department needs. However, termination due to misconduct by a student may not have an advance warning. Any student employee who consistently does not meet work expectations may be terminated at the request of the employing department.
Additional Policies and Practices: Quitting and Termination, *(continued)*

Below are examples of behaviors which may result in disciplinary action, including the possibility of immediate dismissal:

- Excessive tardiness or absences without a legitimate excuse
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Inappropriate conduct including profanity, physical violence, sexual misconduct and harassment
- Discourtesy or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Breach of confidentiality
- Theft
- Being under the influence of drugs or alcohol while on duty
- Falsification of time reports
Additional Policies and Practices: Confidentiality

Student employees may work with confidential information as a part of their employment, including but not limited to grades, contact information, academic conduct, and personal matters of Kalamazoo College employees. The College takes the protection of such information seriously and requires student employees to not release confidential information. To abide by this, students SHOULD NOT:

- Release or share confidential information about other students to anyone, including family members of the student, either by phone or in person. Unauthorized release of confidential information is a serious violation of the Family Rights and Privacy Act (FERPA). Respect the records as if they contained your own personal information.

- Discuss department issues with anyone outside the department.

- Remove files or other materials from the work place.

A breach of such confidentiality or any act of dishonesty may be just cause for your immediate dismissal.
Additional Policies and Practices: Drug-Free Workplace

The Drug-free Workplace Act requires employers who contract with, or receive grants from, federal agencies to certify that they will meet certain requirements by providing a drug-free workplace. No employee shall unlawfully manufacture, distribute, process or use a controlled substance in the workplace and violations will result in disciplinary action that may include, but is not limited to, suspension or dismissal.
Additional Policies and Practices: Smoking

Smoking is prohibited in all college facilities except for places specifically designated as “smoking areas.”
Additional Policies and Practices: Breaks

Depending on your schedule, you may or may not qualify for breaks. Check with your supervisor about the frequency and length of breaks you may take.
Additional Policies and Practices: Food and Drink

Generally, food and drinks are not permitted near computers and may not be permitted at all in some work settings. Check with your supervisor for what is appropriate for your work setting.
Time Reports and Payment

Students should keep track of their time worked on the approved timesheet forms. Please fill them out as you work rather than completing the whole timesheet when it is due. Oftentimes mistakes are made when pre- or post-completing timesheets. It is also important that meal breaks be shown on your timesheet to insure compliance with federal and state laws. You will be compensated biweekly (every other Tuesday) at the state minimum wage based on the hours you reported on the form.
Time Reports and Payment: New Hires

Students who have not worked on campus before must complete a W-4 and I-9 form, and bring these, as well as required documents, to Human Resources by the third calendar day of their employment.

- HR can be found in Mandelle Hall in the Business Office (Room 201).
- There is a list of acceptable documents on page 9 of the I-9 form. Most students present either
  - an unexpired passport or passport card, -or-
  - an unexpired driver’s license or school photo ID along with Social Security card - or- birth certificate.

- Photocopies, scans, and faxes of these documents are not acceptable.

Note: Starting August 2014, Kalamazoo College began using E-Verify to ensure the employees are authorized to work. See the Human Resources webpage for more information.
Time Reports and Payment: Returning Student Employees

Returning campus employees should check WebAdvisor on the Hornet Hive to see if there is a Web Time Entry (WTE) form for each new position.

– If you cannot find this form, please contact Human Resources and your supervisor before reporting to work.

If needed, ask you supervisor or Human Resources for training or a “refresher” on how to complete the WTE form. You may also visit the HR website for further instructions on using WTE.
Time Reports and Payment: Additional Information

*Direct Deposit:* Students are encouraged to set up Direct Deposits for their paychecks, although it is not mandatory. For instructions on how to do this, see the HR website. Otherwise checks will be sent to your mailbox in Hicks Center.

*Forgetting to Submit WTE:* If you forget to submit your WTE, please contact your supervisor and complete your form as soon as possible. Late forms will be paid on the next scheduled pay date.

*Lost checks:* Please report any lost paychecks via e-mail to Payroll@kzoo.edu. Include your name, K ID # and the pay date of the lost check. There will be a $5 reissuing fee if Direct Deposit is not set up.

*International students:* International students are highly encouraged to set up Direct Deposit, so they can access funds with an ATM/bank card. Please do not close account prior to receiving your final paycheck.

Questions about payroll can be sent to Human Resources at this address: HR-StudentEmployment@kzoo.edu
Thank you!

Campus employment positions are a great thing to list on your résumé, and your supervisors may be potential references. Take pride in your position and in your work.

Please visit https://reason.kzoo.edu/hr/stuemploy/stu/Tutorial/ to confirm your knowledge and participation.

Please contact Human Resources at HR@kzoo.edu or 269-337-7225 with questions.