**DRIVE/On-Campus Employment**

**STUDENT EMPLOYMENT HANDBOOK**

The “DePauw Resources for Internships, Vocation, and Employment” Program (**referred to as DRIVE**) provides students with the opportunity to work on campus during the academic year. Federal Work Study (FWS) & DePauw Work Study (DWS) positions are listed on Handshake. The majority of on-campus student positions are posted at the beginning of each semester, however, they may be posted at any time throughout the academic year. There are on-campus student positions available in nearly every department and building on campus. There are also on-campus student positions available for students of all different skill levels and academic/career interests. It is recommended that you prepare your resume and begin applying early and that you apply to many positions you feel you are qualified for. DRIVE is supported by the Office of Student Employment located in The Hubbard Center. We are available to help you with both on-campus employment and we serve as a resource for supporting your future career and internship aspirations! Our mission is to empower you to be a responsible leader and to promote professional growth.

Student employment work experience is intended to complement the educational experience and to enhance future employment. The Financial Aid Office awards all student employment on campus. The Hubbard Center administers the DRIVE program.

Student employment is a great opportunity for students to gain experience that will prepare them for the ever changing job market. It provides the chance for employers to mentor students, helping them gain both hard and soft skills needed in today’s work force.

The Hubbard Center for Student Engagement, which houses the office of Student Employment & Career Services, offers students assistance with employment training, employment programs, professional development, resumes, and interview skills. Our goal is to provide students with access to programming and training that will equip them with the tools for meaningful employment.

Contact Information:

Hubbard Center for Student Engagement

Memorial Student Union Building

408 S. Locust Street

Greencastle, IN 46135

765-658-4622

studentemployment@depauw.edu

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**STUDENT EMPLOYMENT ELIGIBILITY REQUIREMENTS**

**Academic Requirements**

* A student employee must be in good academic and judicial standing with the University.
* A student employee of DePauw must be enrolled at least half -time during the semester he/she wants to work in order to be eligible for student employment.
	+ If a student drops classes, which puts him/her below half-time during a semester, the student will immediately become ineligible to continue working as a student employee.

**Necessary Approval for International Students to Work**

* An international student must receive approval to work in the form of obtaining a social security number from the Social Security Office (located at 1515 South Grant Avenue, Crawfordsville, IN · (800) 772-1213)
* Students are not eligible to begin work until all required paperwork has been completed, submitted, and received by the office of Student Employment.
* Employers may have to allow as much as two weeks after offering an international student a job, before they can begin working the student. This is due to changes in obtaining a Social Security Card effective August 1, 2014.

**Federal Work Study**

In addition to meeting the academic requirements listed above, a student seeking a Federal Work Study (FWS) student employment position must first satisfy the following requirements:

**Financial Aid Requirements**

* Student must be a United States citizen (International students are not eligible for this program).
* Student must apply for FWS by filing the Free Application for Federal Student Aid (FASFA) by the deadline each year.
* Student must meet certain need-based criteria as specified by FWS regulations.

**How a Student’s FWS Award and Eligible Hours to Work Are Determined**

* The FWS award is determined by the Financial Aid Office using Federal Government Regulations.
* The FWS award amount represents the total dollars a student may earn while working in a FWS position/s during the academic year it is awarded.
* A FWS eligible student receives notification of his/her FWS award as part of their Financial Aid package each academic year.
* Being FWS eligible one academic year does not guarantee a student will be FWS eligible the following year and/or that the FWS award will be the same, greater than or less than the previous year.
* The actual number of hours a FWS student employee may work depends upon the amount of the FWS award and hourly rate of pay.

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## **PAYROLL INFORMATION**

**Scheduled Work Hours**

* A student employee may not be scheduled to work during class hours under any circumstance (even if class is canceled).
* A student employee **may work up to 10 hours per week** during fall and spring semesters.
* A student employee **may work up to 40 hours per week** during, fall break, winter recess, spring break, and during the summer.
* A student employee who is working more than one job needs to keep track of the total hours they work during a pay period. They may only work a total of 20 hours per week.
* If a student employee has more than one employer, the student is responsible for discussing this with both employers and then they are responsible for making sure they do not work more than 20 hours per week they are allowed to work.
* FWS awards are not available for summer employment.
* Student employees first responsibility is academic. Students cannot be used to replace full or part time staff members.

Under regulations established by the Department of Homeland Security (DHS) an international student must adhere to the following regulations in relationship to the number of hours they may work as a student:

* An international student employee may **work up to 10 hours per week** during fall and spring semesters.
* An international student employee **may work up to 40 hours per week** during fall break, winter recess, spring breaks and during the summer.

**Pay Rate and Pay Increases**

All student employees are paid at least the state minimum wage, $7.25 per hour. Students may be paid more according to their duties assigned.

A student employee may receive a pay raise, if their employer feels the raise is appropriate and stays within the wage guidelines established by the University.

**Time Cards/Tracking Hours**

* Employers and students are responsible for making sure students are keeping accurate records of time worked on the job.
* The supervisor of the student employee must instruct the student in the use of the time card system.
* A student employee must sign-in and out of work each day utilizing the time card system.
* Supervisors are responsible for approving time cards each pay period.
* Students are paid bi-weekly.

**Payroll/Contact Information**

* Payroll process all paperwork related to biweekly payroll.
* Contact Payroll for payroll questions or related issues at:
	+ Kathy McMurtrie, Human Resources

Administration Building

313 S. Locust Street

Greencastle, IN 46135

Telephone #: 765-658-4181

Fax #: 765-658-4177

E-mail address: kathymcmurtrie@depauw.edu

**STUDENT EMPLOYEE/EMPLOYER RELATIONSHIP**

**First Day of Work Essentials Information**

When the student employee arrives for their first day of work, the supervisor should verify the student is eligible to work and has all per-employment paperwork completed by verifying eligibility on eServices.

A student employee must be informed of the name and contact information of their primary supervisor and of an alternate supervisor. A student employee should know at all times to whom they are reporting and who is supervising their work.

A student employee must be working within their written job description at all times.

**Balancing Work and School**

A student employee and their supervisor should view the student’s employment as secondary to their academics.

* Although employment should be a meaningful part of the student’s college experience, it should not interfere with or be detrimental to the student’s academic studies.
* If the workload or schedule interferes with the student’s ability to make satisfactory academic progress, the student should immediately consult with his supervisor to make changes to their work schedule.
* Most departments will work with a student employee to rearrange or reduce a work schedule during heavy academic periods.

**Student’s Work Schedule**

* The student and their employer should establish a work schedule.
	+ The student should provide their employer with a class schedule each semester so that the student’s work schedule does not conflict with the student’s class schedule. A student employee ***may not miss class*** *i*n order to work
* A student employee is expected to fulfill work commitments within the agreed days and times.
* A student employee is responsible for contacting his/her supervisor as early as possible they are going to be late or absent from work.
* What the student needs to know about their work schedule and taking breaks.
	+ Student employee may take short breaks (10 -15 minutes) after working 4 hours if a regular full-time employee is allotted the same.
	+ If working more than 6 hours, students are required to receive a 30 minute break.
	+ Meal periods, typically 30 minutes or more, ***are not compensated*.** According to the U.S. Department of Labor, employees must clock out during their mealtime.
	+ Student employee is ***paid*** for attending any required meetings/training that are part of their job assignment.

**Office Guidelines**

* Office guidelines related to dress code, use of personal electronics, attitudes toward customers, staff, and co-workers, etc. should be addressed by each student’s individual supervisor.

**Performance Review**

* Student employee performance should be reviewed by their supervisor at least once per academic year using the GROW (Guided Reflection on Work) method. GROW uses brief, structured conversations between student employees and their supervisors to help make the learning that is occurring through student employment more “visible” to the students.  The four key questions to ask to facilitate this conversation are:
* How is this job fitting in with your academics?
* What are you learning here at work that is helping you in your academics?
* What are you learning in your coursework that you can apply here at work?
* Provide examples of things that you are learning here at work or skills that you are developing that can be applied to your anticipated career.

The goals of GROW are*:*

* Helping students make meaningful connections between what they’re learning in the classroom and what they’re learning during employment.
* Helping students make a connection between their job and their future career.
* Helping the student recognize the importance of reflection and how to facilitate that process.

**Professional Development**

The office of Student Employment and Career Services are dedicated to helping you achieve professional development through training, workshops, and programming designed to assist you with career discernment and learning desired job skills.

The following programs are available:

[Sophomore Institute](http://www.depauw.edu/academics/centers/hubbard/careers/sophomore-institute/)

Junior Jumpstart

Senior Real World

Career Fair

Alumni Mentor Program

Students are encouraged to visit the Hubbard Center and Handshake for additional professional development opportunities.

## **TERMINATION OF STUDENT EMPLOYEE**

A student employee may be terminated from their Student Employment position.

**Rationale for Termination**

* The student employee requests to be released and provides their supervisor with a two-week notice.
* The employer does not have sufficient work for the student to do.
* The student employee’s work performance or attendance is unsatisfactory.
* The employer eliminates the position.
* The academic year ends and the student is removed from payroll for current position.

**Rehiring a Federal Work Study Student Following Summer Break**

* An employer may rehire a FWS student for the same position they worked for the employer the previous academic year.
* The FWS student is not required to apply for the position when rehired.

**APPENDIX**

**Equal Employment Opportunity**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and

employees from discrimination in hiring, promotion, discharge, pay, fringe benefits,

job training, classification, referral, and other aspects of employment, on the basis

of race, color, religion, sex (including pregnancy), or national origin. Religious

discrimination includes failing to reasonably accommodate an employee’s religious

practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect

qualified individuals from discrimination on the basis of disability in hiring, promotion,

discharge, pay, fringe benefits, job training, classification, referral, and other

aspects of employment. Disability discrimination includes not making reasonable

accommodation to the known physical or mental limitations of an otherwise qualified

individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects

applicants and employees 40 years of age or older from discrimination based on

age in hiring, promotion, discharge, pay, fringe benefits, job training, classification,

referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as

amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in

the payment of wages to women and men performing substantially equal work,

in jobs that require equal skill, effort, and responsibility, under similar working

conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants

and employees from discrimination based on genetic information in hiring,

promotion, discharge, pay, fringe benefits, job training, classification, referral, and

other aspects of employment. GINA also restricts employers’ acquisition of genetic

information and strictly limits disclosure of genetic information. Genetic information

includes information about genetic tests of applicants, employees, or their family

members; the manifestation of diseases or disorders in family members (family

medical history); and requests for or receipt of genetic services by applicants,

employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a

person who files a charge of discrimination, participates in a discrimination

proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To

preserve the ability of EEOC to act on your behalf and to protect your right to file a

private lawsuit, should you ultimately need to, you should contact EEOC promptly

when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000

(toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing

impairments). EEOC field office information is available at www.eeoc.gov or

in most telephone directories in the U.S. Government or Federal Government

section. Additional information about EEOC, including information about charge

filing, is available at www.eeoc.gov.

**Employers Holding Federal Contracts or Subcontracts**

Applicants to and employees of companies with a Federal government contract or subcontract

are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis

of race, color, religion, sex or national origin, and requires affirmative action to

ensure equality of opportunity in all aspects of employment.

**INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified

individuals from discrimination on the basis of disability in hiring, promotion,

discharge, pay, fringe benefits, job training, classification, referral, and

other aspects of employment. Disability discrimination includes not making

reasonable accommodation to the known physical or mental limitations of an

otherwise qualified individual with a disability who is an applicant or employee,

barring undue hardship. Section 503 also requires that Federal contractors take

affirmative action to employ and advance in employment qualified individuals

with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED,

AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38

U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ

and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans

(veterans who served during a war or in a campaign or expedition for which a

campaign badge has been authorized), and Armed Forces service medal veterans

(veterans who, while on active duty, participated in a U.S. military operation for

which an Armed Forces service medal was awarded).

Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination,

participates in an OFCCP proceeding, or otherwise opposes discrimination

under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or

affirmative action obligations under the authorities above should contact

immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S.

Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C.

20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be

contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional

or district office, listed in most telephone directories under U.S. Government,

Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX, INDIVIDUALS WITH DISABILITIES

In addition to the protections of Title VII of the Civil Rights Act of 1964, as

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment

amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits

discrimination on the basis of disability in any program or activity which receives

discrimination on the basis of race, color or national origin in programs or

Federal financial assistance. Discrimination is prohibited in all aspects of

activities receiving Federal financial assistance. Employment discrimination employment against persons with disabilities who, with or without reasonable

is covered by Title VI if the primary objective of the financial assistance is

accommodation, can perform the essential functions of the job.

provision of employment, or where employment discrimination causes or may

If you believe you have been discriminated against in a program of any

cause discrimination in providing services under such programs. Title IX of the

institution which receives Federal financial assistance, you should immediately

Education Amendments of 1972 prohibits employment discrimination on the

contact the Federal agency providing such assistance.

**Americans with Disabilities Act**

**The Americans with Disabilities Act (ADA)** became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. The ADA is divided into five titles (or sections) that relate to different areas of public life.

In 2008, the Americans with Disabilities Act Amendments Act (ADAAA) was signed into law and became effective on January 1, 2009. The ADAAA made a number of significant changes to the definition of “disability.” The changes in the definition of disability in the ADAAA apply to all titles of the ADA, including Title I (employment practices of private employers with 15 or more employees, state and local governments, employment agencies, labor unions, agents of the employer and joint management labor committees); Title II (programs and activities of state and local government entities); and Title III (private entities that are considered places of public accommodation).

### Equal Employment Opportunity for Individuals with Disabilities

This title is designed to help people with disabilities access the same employment opportunities and benefits available to people without disabilities. Employers must provide reasonable accommodations to qualified applicants or employees. A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable an applicant or employee with a disability to participate in the application process or to perform essential job functions.

This portion of the law is regulated and enforced by the [U.S. Equal Employment Opportunity Commission (link is external)](http://www.eeoc.gov/laws/types/disability.cfm). Employers with 15 or more employees must comply with this law. The regulations for Title I define disability, establish guidelines for the reasonable accommodation process, address medical examinations and inquiries, and define “direct threat” when there is significant risk of substantial harm to the health or safety of the individual employee with a disability or others.

## Title II (State and Local Government)

### Nondiscrimination on the Basis of Disability in State and Local Government Services

Title II of the ADA prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities. It applies to all state and local governments, their departments and agencies, and any other instrumentalities or special purpose districts of state or local governments. It clarifies the requirements of section 504 of the Rehabilitation Act of 1973, as amended, for public transportation systems that receive federal financial assistance, and extends coverage to all public entities that provide public transportation, whether or not they receive federal financial assistance. It establishes detailed standards for the operation of public transit systems, including commuter and intercity rail (e.g., AMTRAK).

This title outlines the administrative processes to be followed, including requirements for self-evaluation and planning; requirements for making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination; architectural barriers to be identified; and the need for effective communication with people with hearing, vision and speech disabilities. This title is regulated and enforced by the U.S. Department of Justice.

## Title III (Public Accommodations)

### Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities

This title prohibits private places of public accommodation from discriminating against individuals with disabilities. Examples of public accommodations include privately-owned, leased or operated facilities like hotels, restaurants, retail merchants, doctor’s offices, golf courses, private schools, day care centers, health clubs, sports stadiums, movie theaters, and so on.  This title sets the minimum standards for accessibility for alterations and new construction of facilities. It also requires public accommodations to remove barriers in existing buildings where it is easy to do so without much difficulty or expense.  This title directs businesses to make "reasonable modifications" to their usual ways of doing things when serving people with disabilities. It also requires that they take steps necessary to communicate effectively with customers with vision, hearing, and speech disabilities.  This title is regulated and enforced by the U.S. Department of Justice.

## Title IV (Telecommunications)

This title requires telephone and Internet companies to provide a nationwide system of interstate and intrastate telecommunications relay services that allows individuals with hearing and speech disabilities to communicate over the telephone. This title also requires closed captioning of federally funded public service announcements.  This title is regulated by the Federal Communication Commission.

## Title V (Miscellaneous Provisions)

The final title contains a variety of provisions relating to the ADA as a whole, including its relationship to other laws, state immunity, its impact on insurance providers and benefits, prohibition against retaliation and coercion, illegal use of drugs, and attorney’s fees.  This title also provides a list of certain conditions that are not to be considered as disabilities.

**Drug Free Workplace Policy**

It is the policy of DePauw University that all employees comply with federal, state and local laws regarding drugs and alcohol while at the workplace. The University will not tolerate the unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance in the workplace. The workplace includes, but is not limited to, University owned buildings, grounds, vehicles, or anywhere during the workday, including breaks and lunch, with the limited exception of the use of alcohol at University-sponsored or sanctioned special events. Any employee who violates this policy is subject to disciplinary action, up to and including termination.

The University expects all of its employees to adhere to this policy to promote the overall safety, health, productivity and welfare of our workforce and the University community.

The University’s Drug-Free Workplace policy includes the following provisions:

1. Several handouts regarding drug and alcohol abuse awareness are available to all employees from the Office of Human Resources. The handouts include information about the effects and dangers of drug and alcohol abuse and describes sources of counseling and other assistance for affected employees.
2. If an employee is discovered to be under the influence of drugs and/or alcohol while on the job, he or she will be required to leave the premises, will be advised to seek help and will be subject to corrective action, up to and including termination.
3. As a condition of employment at DePauw, employees must:
	* Abide by the terms of this policy and all laws regarding drugs and alcohol.
	* Notify the Office of Human Resources in writing of all convictions for criminal drug statute violations in the workplace no later than five days after the conviction.
4. Each employee is expected to cooperate in the University’s good faith effort to implement this policy and maintain a drug-free workplace.

**Use of Prescription Drugs**

It is expected that when taking over-the-counter or prescribed medicine which may impair performance or function that employees will establish safe levels that will not alter their physical or mental ability to perform their job safely and effectively.

It is the employee’s responsibility if he/she believes that the use of a legally obtained drug may impair job performance or safety to immediately notify his/her supervisor of the concern. An employee shall report the concern prior to starting work or as soon as the condition becomes known. The employee’s supervisor will then determine whether the employee may continue to work, needs to take a leave of absence, or if some other action is appropriate.

**University Responsibilities**

The University, in accordance with the Drug-Free Workplace Act of 1988 and related legislation, is committed to informing employees of the dangers of drug and alcohol abuse in the workplace through an ongoing drug-free awareness program which may include new employee orientation sessions, supervisory training and the availability of an employee assistance program.

The University also understands and commits to its responsibility to notify federal contractor(s) of any conviction of an employee for a violation of a criminal drug statute occurring in the workplace within ten (10) days of receiving notice of the conviction.