

DEPARTMENTAL HIRE PROGRAM

Student Employee Policy Handbook

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Mission Statement

Xavier University of Louisiana, founded by Saint Katherine Drexel and the Sisters of the Blessed Sacrament is Catholic and historically Black. The ultimate purpose of the University is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. This preparation takes place in a diverse learning and teaching environment that incorporates all relevant educational means, including research and community service.

Affirmative Action Statement

Xavier University of Louisiana (XU) affirms a commitment to freedom from discrimination for all members of the University community. The University expressly prohibits discrimination against any person on the basis of race, religion, national origin, marital status, gender, age, disability, political affiliation, or sexual orientation. Harassment is a form of discrimination. The responsibility for and protection of this commitment extends to students, administration, faculty, and staff. It encompasses every aspect of employment, every student, and community activity.

The Family Educational Rights and Privacy Act of 1974

FERPA or the Buckley Amendment is a United States federal law

- **Step 3.** The hiring unit must originate an Electronic Personnel Action Form (ePAF) using Banner Client two (2) weeks prior to the start date of any student position. ePAFs that do not follow the two (2) week lead time on start dates will be Returned/Correction status to the originator to re-issue

Attire

Requirements for attire are determined at the discretion of the employing unit and should be communicated at the time of the job offer.

Pay Periods

Pay periods are biweekly and cover a two week period beginning on Sunday and ending two weeks later on Saturday (i.e., June 19, 2016 to July 2, 2016)

Timecards

An electronic notification is provided to the originator of the student ePAF once a timecard has been generated for use in Banner Web Time Entry (WTE). Student employees are required to record the hours they have worked using the official time capturing system of the University, WTE. WTE has been designed to capture employee time entries during work assignments and not for manual adjustments of the system. The student employee upon each clock out must preview the timecard to determine that time was successfully recorded. If an error in the timecard occurs, a comment must be left in the 'Comments' section of the timecard including the date and time of the occurrence so that the Supervisor can make adjustments.

- **Originator-** Student Employee

The student will have the ability using WTE to clock in/out, preview time, comment, and submit time at the end of each pay period.

- **Approver-**Supervisor

The Supervisor will have the ability using WTE preview time, comment, submit (only under extenuating circumstances), and approve time at the end of each pay period.

- Although a Supervisor

employee has been scheduled to work five (5) consecutive hours. The meal period must last a total of one (1) hour and must be recording in the University's time capturing system, WTE.

Under XU Policy:

- The unit must provide and any student employee age eighteen (18) or older must take a meal period that is unpaid and relieved of work duties when the student employee has been scheduled to work seven (7) consecutive hours (i.e., work shift from 10am-5pm requires a one (1) hour meal period). The meal period must last a total of one (1) hour and must be recorded

Student Tax Withholdings

Federal, State, Social Security and Medicare Taxes

- Examples of exempt or active status for purposes of FICA taxes:
 - Undergraduate enrolled for twelve (12) hours in the Fall semester (exempt status-not paying FICA taxes)

Work Locations

- **Hybrid-HYL**

Student employee has the ability to clock in/out from both identified on and off campus access points by the originator providing a list of locations on the ePAF in the 'Other Information and Comments' tab.

Accessibility must be achieved from an employee network for employees using a machine in the Unit that has been logged onto the network by the supervising Faculty/Staff member when working on campus and accessibility must be achieved from a device where an Internet connection can be established when working off-campus. Identification of the off campus access point must be provided by the originator on the ePAF in the 'Other Information and Comments' tab.

Disciplinary Action

Cause of Action

Students are 'at will' employees. 'At will' means that an employer can terminate the

