

**STUDENT EMPLOYEE  
INFORMATION GUIDEBOOK  
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# **STUDENT EMPLOYEE INFORMATION GUIDEBOOK**

## **STUDENT EMPLOYMENT DEFINITION**

Student Employment is an opportunity to work on campus while attending classes at the College of DuPage and learn valuable skills that can assist with career readiness. Students have the opportunity to go through the interview process and learn what is important to hiring managers in the selection of a student employee. Various departments throughout campus have opportunities for students to work in positions that teach skills and work behaviors that will be valuable after course work at the college is complete.

By and large, the same jobs are available to students whether the student is participating in the College of DuPage Work-Study Program or the Federal Work-Study Program. Occasionally, because of budgetary considerations, some jobs will be posted for the federal program only. Federal funds allow the College to employ additional students thereby creating additional student jobs.

Students participating in the Federal Work-Study Program are not required to report earnings received as income on the Free Application for Federal Student Aid (FAFSA) up to the amount of the Federal Work-Study Award. These earnings from student employment are excluded for purposes of determining financial need for the following school year. However, THE EARNINGS ARE TAXABLE FOR INCOME TAX PURPOSES.

The Student Employment program is administered through the Office of Student Financial Assistance. Students seeking on-campus employment should apply online for specific positions listed each semester. Office hours are Monday through Friday 8:30 a.m. - 5:00 p.m. The office is located in the Student Services Center, Room 2220.

## **APPLICATION PROCESS**

Students interested in becoming student employees should go to <https://cod.hiretouch.com/> to see a full listing of current open positions. Students should apply online to any position for which they are interested and qualified. The student's Grade Point Average (GPA) and hours of enrollment will be checked after they apply (See Eligibility Requirements). Hiring managers will contact eligible and qualified students for interviews. Students selected for hire will be informed of all work requirements at the College, pay rate, and other necessary information by the hiring manager.

## **TRANSFERS**

Students wanting to transfer from one department to another must follow the application process. If the student is selected for a different position, it is the student's responsibility to work with their current supervisor to determine an appropriate transfer date. The current supervisor will coordinate the transfer process with the new supervisor and complete the notice of change form to officially transfer the student to the new department.

## **MULTIPLE POSITIONS**

Students may not work concurrently in more than one position at the College that is paid on an hourly basis.

# STUDENT EMPLOYEE INFORMATION GUIDEBOOK

## ELIGIBILITY REQUIREMENTS

Students MUST meet the following requirements:

1. Must be enrolled in a course of study at least half-time (**6 credit hours or more**). The credit hours must be 100 level and above or remedial courses that qualify for financial aid. Students must continue to carry at least 6 credit hours each term with the exception of Summer Term. Summer term requires a minimum of 1 credit hour. F-1 International students must carry at least 12 credits in Fall and Spring terms.
2. Must be students in good standing; that is students must have a **cumulative GPA of at least 2.0** on a 4.0 scale and may not be on disciplinary probation. Student employees who have Financial Aid Awards must meet the Standards of Academic Progress (*See Appendix A*) and will NOT be eligible for student employment if they do not.
3. Must submit documents for verification of identity and employment eligibility as required by the Immigration Reform and Control Act of 1986. **THE STUDENT MUST ALSO HAVE A VALID SOCIAL SECURITY NUMBER.** International students must be able to present their F-1 visa which allows them to work.

Student employees who graduate from College of DuPage in May are **NOT** eligible for student employment in the summer after graduation unless they enroll for six (6) credit hours of college level courses.

# **STUDENT EMPLOYEE INFORMATION GUIDEBOOK**

## **COLLEGE OF DUPAGE EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT TO EMPLOYEES**

It is the policy of the College of DuPage to grant equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, ancestry, marital status, physical disability, unfavorable military discharge, age, or sexual orientation.

The progress of the College requires that we utilize all available human resources to the fullest. To deny one's contribution to our efforts because he or she is a member of a particular group is an injustice, not only to the individual, but to the College and to the nation as well. The most qualified individuals will be hired or promoted regardless of their race, color, religion, sex, national origin, ancestry, marital status, physical disability, unfavorable military discharge, age, or sexual orientation. The policy not to discriminate includes equal opportunity in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.

In accordance with Executive Orders 11246 and 11375, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, and the regulations established by the United States Department of Labor, Office of Federal Contract Compliance Programs, College of DuPage has developed a written Affirmative Action Program to effectuate the policy of equal opportunity through positive efforts. (See Board Policy 15-5).

If an individual feels he or she has not been afforded equal opportunity within the provisions of the law, Executive Orders, Board Policies, or reasonable accommodation for a disability, such matters should be referred in writing to the Affirmative Action Officer (Vice President of Human Resources).

If the matter involves prospective employment, the decision of the Affirmative Action Officer will be final.

If the matter involves persons currently employed and a satisfactory resolution cannot be reached through the Affirmative Action Officer, the employee may appeal through the appropriate procedure. (Board Policy 15-5)

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## COLLEGE OF DUPAGE ANTI-HARASSMENT POLICY

No student, employee or visitor may be subjected to harassment on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation.

All students, employees and visitors have the responsibility to avoid any act or actions, implied or explicit, which suggest harassment to a reasonable person. (Board policy 15-10, 15-11, 20-35)

### HARASSMENT

Harassment is physical or verbal behavior that contributes to a hostile, offensive or intimidating environment when such behavior is directed at a particular individual or group because of race, color, religion, sex, national origin, age, disability or sexual orientation.

Examples of behavior which might constitute harassment include, but are not limited to:

#### **Verbal Behavior**

- Suggestive comments about a person's religious or ethnic activities
- "Humor" or "jokes" about a protected group
- Direct or indirect threats linked to an individual's membership in a protected group

#### **Non-verbal Behavior**

- Suggestive or insulting sounds; Threatening gestures

#### **Physical Behavior**

- Touching; Pinching; Battery

No student, employee or visitor will:

- Harass others.
- Suffer reprisal because of an action taken or not taken against another for resisting or reporting any act of harassment.
- Condone any harassment, either verbal or physical, of others.

### SEXUAL HARASSMENT

Sexual harassment is unwelcome offensive conduct of a sexual nature. The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

Sexual Harassment is illegal under both state and federal law. In some cases, it may be susceptible to prosecution under the Criminal Sexual Conduct Law.

### COMPLAINT PROCESS

College of DuPage policies and procedures strongly urge that a formal complaint be filed with the Title IX Coordinator (Dean, Student Development) at [TitleIXCoordinator@cod.edu](mailto:TitleIXCoordinator@cod.edu)

# **STUDENT EMPLOYEE INFORMATION GUIDEBOOK**

## **STUDENT EMPLOYMENT HOURS**

Students may work up to a maximum of 20 hours per week in the fall and/or spring semesters including semester breaks. During the summer semester a maximum of 25 hours per week may be allowed depending on the position and department need. Exceptions to this may be made with prior approval according to the Student Employment Maximum Allowable Hours Guidelines.

## **REST BREAKS AND MEAL BREAKS**

Student Employees earn a fifteen minute rest period for each four (4) hours of continuous work. If the work period is for less than four continuous hours, no break period is earned.

Rest periods are non-cumulative and may not be used in lieu of a late arrival or early departure. Rest periods are assigned by the supervisor.

If a student is working seven and one-half consecutive hours or more, he/she is required to take a thirty minute unpaid meal period beginning no later than the end of the fifth hour of work.

## **ATTENDANCE**

All student employees are expected to be at work at the time agreed upon as determined by the position requirements or the student's schedule. Student employees are expected to notify their immediate supervisor in the event they will be late.

Tardiness of eight (8) or more minutes per any given quarter hour will result in a pay deduction corresponding to the number of quarter hour increments late. With supervisor discretion, time may be made up the same day or another day in the same pay period. It is the responsibility of the supervisor to determine if an employee is tardy.

Recurring incidents of tardiness shall cause the supervisor to meet with the student employee to discuss attendance expectation and remediation. Documentation of this meeting shall be forwarded to the office of Human Resources. Failure to resolve the attendance problem may result in disciplinary action up to and including termination.

It is not intended that student employees lose their jobs or hours because of reasonable absences due to illness. In the event of illness, the student employee should notify his/her supervisor as early as possible. Failure to give notification may be just cause for termination.

Supervisors may request a physician's certificate of illness for any employee's illness lasting five days or more. For periods of less than five days, a supervisor may require a physician's certificate only with the approval of Human Resources.

## **WORK-RELATED INJURY**

All injuries incurred on the job must be reported to their supervisor or Public Safety within 24 hours of injury or on the next business day. Failure to do so may cause the employee to be subject to disciplinary action up to and including termination of employment.

# **STUDENT EMPLOYEE INFORMATION GUIDEBOOK**

## **PAY INFORMATION**

Student employees are paid a minimum rate of \$8.50 an hour for most positions.

## **TIME SHEETS AND PAY PERIODS**

Student employees are expected to complete a weekly timesheet reflecting their actual worked hours. The supervisor will approve the time entry for each pay period.

Student employees are paid every other Friday (every two weeks). Students will receive their first paycheck on their third or fourth week of employment, depending on the payroll cycle and date of employment. Payroll checks are valid for 90 days after date of issuance. Direct deposit of your pay check is available to students and can be set up during the new hire paperwork or at any time afterwards.

If a student employee believes that an error has been made concerning his/her paycheck, the student should contact the department supervisor. Those students electing to use direct deposit can find their pay advices electronically on MyAccess.

Paid time off is not available for student positions. Student employees are paid for time worked only.

## **STATE UNIVERSITY RETIREMENT SYSTEM (SURS)**

Student employees are not eligible to participate in SURS.

## **SOCIAL SECURITY TAXES**

Social Security Taxes are not deducted from a student's paycheck. Those students who are taking less than six (6) credit hours during the summer semester will not be FICA exempt. In other words, social security taxes will be withheld.

## **COLLEGE CLOSINGS**

When classes are cancelled, student workers are expected to come to work or remain on campus for their regular work schedule. When College of DuPage is closed, student workers are not to report to work.

If the College is closed prior to the start of a student's shift, the student will not be paid. If the College is closed after the student has reported for work, the student will be paid for the hours worked.

## **DRESS CODE**

An appropriate dress code for the job being performed is set at the discretion of the supervisor.

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## **RESIGNATION AND TERMINATION**

Student employees may end their Student Employment and remain in good standing if a legitimate reason exists. Student-initiated termination requires that the student inform his or her supervisor, preferably giving two weeks' notice. Students who terminate their job in good standing will be eligible for rehire.

## **INVOLUNTARY TERMINATION**

A Student's employment will be terminated when they are no longer enrolled in classes or when their credit hours are less than 6 credit hours per semester, or are not enrolled in courses for credit during the Summer term, or their cumulative GPA drops below 2.0. Termination may be effective as early as the date of withdrawal from classes.

The Office of Student Financial Assistance will monitor a student employee's cumulative GPA and credit hours enrolled each term. Failure of the student employee to meet the minimum requirements will mean immediate termination of the student's position.

## **STUDENT EMPLOYMENT PROBATION**

Occasionally there are extenuating circumstances in a student's life causing a student to drop below a 2.0 GPA. In such situations, if a supervisor believes that continued employment is in a student's best interest, the supervisor can request that a student be placed on Employment Probation.

Student Employment probation involves a written contract agreement between the supervisor and the student. Included in the contract will be a series of meetings (3 or more) between the supervisor and the student. These meetings are designed to allow the supervisor to support the student with encouraging dialogue regarding balancing their work load and academic study. These meetings are not intended for the supervisor to perform academic advising. The contract also states that the probationary period is for one term only after which the student is expected to attain a 2.0 GPA and to maintain a course load of six credit hours.

The request that a student be placed on employment probation must come from the supervisor. The decision on whether probation is allowed is at the discretion of the Office of Student Financial Assistance. The completed and signed probationary agreement is retained in the student's personnel file.



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## **STUDENT WORK PERFORMANCE**

The occasion may arise where a student's performance on the job is less than satisfactory. The supervisor should provide guidance and feedback about the student's performance in these cases in order to afford the opportunity to improve. If the performance does not improve, it may become necessary for the supervisor to terminate the student's employment.

## **DISCIPLINE AND DISMISSAL CIRCUMSTANCES**

Disciplinary action, up to and including termination of employment, may result from any one of the following circumstances that prove to be detrimental to the operation of the college, including, but not limited to:

- Insubordination
- Refusal to perform assigned tasks
- Unsatisfactory performance of duties or assigned tasks
- Failure to work assigned schedule
- Excessive tardiness (tardy 3 or more times in a month - 8 minutes or more)
- Excessive absence (absent 7 or more times in past year)
- Willful damage to college property and/or equipment
- Abusive behavior to co-workers, supervisors or subordinates
- Immoral, indecent or disorderly conduct
- Unauthorized release of confidential information
- Falsification of a time sheet/card or any employee record including employment application form. Punching a time card other than their own
- Theft or dishonesty
- Intoxication on the job or possession or drinking of intoxicating beverages on college premises
- Possession, use, or under the influence of illegal drugs on college premises
- Conviction of a serious crime
- Lying
- Physical abuse
- Taking unauthorized break periods
- Discourteous treatment of public or any other gross failure of good behavior in the performance of duty

# STUDENT EMPLOYEE INFORMATION GUIDEBOOK

## APPENDIX A:

### SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID APPLICANTS

The College is required, by Federal regulations and State policy, to monitor academic progress toward a degree or certificate for all financial aid applicants. These standards insure that only those recipients demonstrating progress toward the completion of their education continue to receive financial aid. This policy is applied consistently to all students regardless of enrollment status or whether or not financial aid was previously used.

Standards of Academic Progress apply towards the following programs:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work Study
4. Federal Direct Subsidized and Unsubsidized Loans
5. Federal Parent Loan for Undergraduate Students (PLUS)
6. Illinois State Monetary Award Program Grant (MAP)
7. Illinois Student-to-Student Grant (STS)

#### The Policy:

Students are considered to be meeting Satisfactory Academic Progress (SAP) standards if the following three requirements are met:

#### COURSE COMPLETION RATE

- Students' total **earned** (completed) hours must be equal to or greater than **67% of the cumulative total** of students' **attempted** credit hours for **all periods of enrollment** at College of DuPage. Hours attempted are courses for which any grades appear on your transcript, including transfer credits and remedial courses.
- **Students that receive a zero completion rate their first term will be immediately discontinued.**

#### CUMULATIVE GRADE POINT AVERAGE

- Each student must maintain a minimum cumulative grade point average of 2.0.

#### MAXIMUM TIMEFRAME STANDARD

- The maximum time frame students have to complete their degree or certificate is equal to 150% of the credit hours required for the completion of the degree or certificate (calculated as program length x 1.50). All attempted hours are counted for all terms, even those for which a student did not receive financial aid, as well as those waived under the Grade Forgiveness Policy. It includes completed, failed and withdrawn classes. Transfer hours that are accepted toward a student's education program count as both attempted and completed hours. Students may receive financial aid for up to 30 remedial credits, which are not computed into the maximum time frame requirement. Eligible ESL coursework is not included in attempted hours. The total attempted hours are not adjusted for a student who changes majors.

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*Examples of maximum attempted hours:*

- Certificate Program requiring 30 credit hours:  $30 \times 150\% = 45$  Maximum Credit Hours Attempted.
- Degree Program requiring 64 credit hours:  $64 \times 150\% = 96$  Maximum Credit Hours Attempted.

**Note:** *Students with a Bachelor's Degree must appeal to receive aid due to the maximum time frame standard associated with the Federal standards of Satisfactory Academic Progress. College of DuPage uses all attempted credits, including transfer credits, when calculating the maximum time frame for a student's program. Since College of DuPage only offers certificate and associate degrees, students that have already earned a Bachelor's Degree have exceeded the maximum time frame for their degree.*

**For more detailed information regarding Standards of Academic Progress of eligibility requirements, please visit us online at**

**[http://cod.edu/tuition/financial\\_aid/general\\_eligibility\\_requirements.aspx](http://cod.edu/tuition/financial_aid/general_eligibility_requirements.aspx)**

# STUDENT EMPLOYEE INFORMATION GUIDEBOOK

## APPENDIX B:

### STUDENT EMPLOYEE BOOKSTORE DISCOUNT

#### **ELIGIBILITY**

Students must meet all of the following criteria:

1. Current student employee
2. Maintain a 2.0 GPA or above
3. Not on disciplinary probation
4. Enrollment for at least 6 credit hours of college level courses or acceptable remedial courses.  
(Summer term a minimum of 1 credit hour)

#### **PROCEDURES**

1. Bring your class schedule to Human Resources (SRC 2053) for verification of eligibility.
2. Obtain your books at the College of DuPage bookstore.
  - Take your verified **schedule** along with a **picture ID** and your books to the checkout counter.

Remember to save your verified schedule. You will not be able to purchase additional merchandise at a discount without it.

#### **Restrictions of Use**

- This 10% discount is strictly for the student employee only. ID and verified schedule must be presented any time a purchase for the discount is desired.
- Any employee found abusing this privilege will have it immediately revoked with no possible reinstatement.
- **The following items are excluded from discount: software, sale items, services provided throughout the customer service area.**
- Only purchases in the current semester are eligible for the discount.