Welcome to the Student Employment Program at Mary Baldwin University!

MBU considers all employees, faculty, staff, and student employees, to be one of our most valuable resources. The Student Employment Program grants students the opportunity to not only make a positive impact on the MBU and Staunton-Augusta communities, but also gain personal and professional fulfillment. From collaborating with peers and colleagues in and out of your department, to learning vital professional skills, MBU is confident you will find the program to be a rewarding and self-gratifying learning experience.

Through the Student Employment Program, students are provided the opportunity to fund educational costs with part-time campus employment, but remember that your primary responsibility will be your academics. The purpose of this Handbook is to serve as a guide that conveys the Student Employment Program’s priorities and expectations. We encourage you to familiarize yourself with the context and use it as a reference tool so you can succeed in your position.

The Honor Code and the Confidentiality Agreement are especially vital to the success of the Student Employment Program. These principles define our program’s atmosphere and should influence every task and interaction you have as an employee on campus.

Those at Mary Baldwin University, including the Student Employment Program Coordinator and every department supervisor maintain an Open Door Policy. We believe all employees should have the right to express ideas of improvement, suggestions, and concerns that may enhance the program and/or the department in which you work.

We wish you great success and hope you find the Student Employment Program to be an enriching experience that will give you the principles, skills, and wisdom you need to carry on after your graduate MBU.

Best Wishes,

Jennifer Eibert
Student Employment Coordinator
Financial Aid Counselor
jaeibert@marybaldwin.edu
Phone: 540-887-7288
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STUDENT RESPONSIBILITY

As previously stated, your primary goal at MBU is to excel academically. Students in the employment program have the honor of representing MBU as an academically successful student and as an employee. As a student employee, you must remember that your campus employment is an opportunity and responsibility which should be performed as stated in your job description. Activities unrelated to your campus job, such as homework or studying, should not be performed while you are at work. Students should take the initiative to express ideas and creativity to excel in their work setting.

SECURING A CAMPUS JOB

Students who are considering student employment must have the following to be considered for a student employment position:

• Completed all Financial Aid documents
• Be enrolled at least half-time
• Fulfill MBU’s Satisfactory Academic Progress (SAP) Policy

Once an online employment application has been submitted, and you have been hired for a position, federal employee paperwork must be completed and submitted to the Financial Aid Office:

• VA-4 and W-4 tax forms
• I-9 Employment Eligibility (to complete this form, you must present original documents that verify both identity and employment eligibility as required by law in accordance with the Immigration Reform and Control Act of 1976. A list of acceptable documents is listed on the I-9 Employment Eligibility form.

PAY & RECORDING TIME

• Students must be hired for campus employment and have completed all employee paperwork, including their employee contract and signed the employee agreement and confidentiality statement, in order to be paid. Students’ paperwork must be completed before they are set up in the payroll system.
• Student employees are paid the federal minimum wage per hour on a biweekly basis, every other Friday, meaning each pay period will cover two weeks of work.
• All employee checks will be placed in student mailboxes on payday. Employees will receive paychecks on the following business day in the event of a holiday or break.
• Final paychecks of each semester will be sent to the student’s home mailing address.
• Student employment hours will be logged into ADP, the electronic time card system. If for any reason a time entry is not recorded, supervisors can enter the time for you.
• Each student employee is personally responsible for recording accurate work hours in our payroll tracking system, ADP. Falsifying your time is considered a serious and unacceptable offense which may result in termination from the Program.
• Student Employment is pay as you earn and NOT a scholarship.
PUNCTUALITY & ATTENDANCE

- Each student employee creates a work schedule with their department supervisor.
- In case of absence or tardiness, a 24 hours notice is required (special cases will be assessed by your department supervisor).
- Repeated unscheduled absence and tardiness is cause for termination from the student employment program.

PHONE & INTERNET USAGE

I. Cell Phone or other Electronic Device Usage
A. Cell phones or other electronic devices should not be seen on the job site, unless:
   1. Clocking in or clocking out of ADP
   2. There is an emergency
   3. At supervisor discretion

II. Internet Usage
A. Student employees may be granted access to the internet systems based upon their department’s need as determined by their direct supervisors. Users agree to abide by the following:

1. Appropriate use includes engaging in activities that support the University, and the departmental requirements, as requested.

2. Prohibited use of:
   a. Content which is considered offensive, obscene, derogatory, harassing or disruptive.
   b. Distributing, soliciting, promoting, downloading, installing of any computer programs, software, utilities or files without the approval of MBU’s Office of Information Technologies.
   c. Distribution of nuisance or malicious computer codes, including viruses.

III. Social Networking
A. Personal blogging or participating in online forums or social networks is a personal activity and therefore you are requested to participate on your own time and equipment, not while you are working.

IV. Activity Monitoring
A. Mary Baldwin reserves the right to monitor the usage of all school computers including random checks, reviews of activity, audits and implementations.

V. For further questions, please refer to Appropriate Use Policy of Information Technology on the MBU Portal.
STUDENT EMPLOYMENT DRESS CODE POLICY

- Clothing that exposes excessive skin, including short shorts/skirts, low-cut shirts, or sheer clothing is not allowed in the workplace.
- Students who have specific uniform codes must abide by said code (ex. Food Services, PAC, Library).
- Department supervisors have the right to ask their student employees to leave work and change their clothing/shoe wear if they consider it inappropriate to their workplace.

HARASSMENT

Every employee of Mary Baldwin is responsible for keeping the workplace free from any forms of harassment and/or violence. Harassment may present itself in many forms; however, the most common forms in the workplace are expressed or implied sexual advancements, gestures, or favors, intimidation, humiliation, offensive and/or threatening language. We ask that all student employees be respectful of their surroundings including the individuals you may come in contact with during work hours. Mary Baldwin will not tolerate any form of harassment and any act will result in immediate termination from the Student Employment Program. If you feel you are a victim of harassment, either from another employee, student, or supervisor please notify Campus Security as well as the Office of Student Employment immediately.

NON-DISCRIMINATION

Mary Baldwin University does not discriminate on the basis of sex (except that only women are admitted to Mary Baldwin College for Women), nor does the University discriminate on the basis of race, national or ethnic origin, color, age, disability, religion, veteran’s status, or sexual orientation in its educational programs, admissions, co-curricular or other activities, or employment practices. Inquiries may be directed to Director of Human Resources and Personnel Accounting, SAC 311, 540-887-7367, Mary Baldwin University, Staunton, Virginia 24401.

WORK INJURIES

- On-the-job injuries must be reported to your direct department supervisor and Campus Safety immediately. Please also notify the Student Employment Coordinator after contacting Campus Safety.
- The Director of Human Resources must be notified by the student and supervisor within 48 hours of the incident. The Director of HR will then refer the student to an approved panel of physicians who will perform an examination.
- Students injured on-the-job must not work within at least seven days of the incident, while Human Resources resolves the student’s workers compensation.
CONFIDENTIALITY

As a student employee, you may gain access or come across confidential information about another employee, faculty/staff member, or student. You are obligated to protect that information from disclosure, meaning you should not disclose confidential information to other employees or students unless it is a business related, need-to-know situation. This includes, but is not limited to, personal information, grades, and activities.

ACCOUNTABILITY

Student employees will be held accountable for their failure to comply with all rules written in this handbook as well policies set in place by employed departments. By signing the Student Employment Agreement, students assure they have read the guidelines and rules and will abide by them. Disciplinary actions for failure to comply will be as follows:

I. Counseling by supervisor (Verbal Warning/First Offense)
II. Meeting with the Student Employment Program Coordinator (Verbal and Written Warning/Second Offense)
III. Termination, suspension of employment privileges

Student Employee Evaluations will be completed and signed by each student and their supervisor at the end of each semester to reflect on their work experience over the course of each semester. Students who resign or are terminated from their position must also complete the evaluation with their supervisor at the end of their work period.

THE HONOR PLEDGE

Believing in the principles of student government, I pledge myself to uphold the ideals and regulations of the Mary Baldwin community. I recognize the principles of honor and cooperation as the basis of our life together. I shall endeavor faithfully to order my life accordingly. I will not lie, cheat, steal, plagiarize, or violate my pledge of confidentiality. I will encourage others to fulfill the ideals of the honor system and will meet my responsibility to the community by reporting incidents of honor offenses.
MARY BALDWIN UNIVERSITY STUDENT EMPLOYEE CONFIDENTIALITY POLICY

Mary Baldwin complies strictly with the Family Educational Right and Privacy Act (FERPA) of 1974, as amended, for access to and release of information contained in student records. The act accords all students certain rights which are summarized as: (1) to be informed of right under the act; (2) to inspect and review education records; (3) to request a change in an education record which a student believes to be inaccurate, misleading, or in violation of privacy or other rights; (4) to exercise a limited control over disclosure of information contained in a student’s education records; and (5) to file complaints.

A student has the right to refuse to permit the release of any or all directory information, without the student’s prior consent. Any refusal must be received in writing by the registrar prior to the end of the second week of academic year, and designate the information not to be released.

1. No student may have access to a faculty or staff password allowing admission to Mary Baldwin’s electronic student database.
   a. If a student inadvertently learns a password, she should ask the owner of the password to change it immediately.
2. A student employee may only view the confidential records concerning other students if said student does it under direction of a full-time faculty or staff member.
   a. This includes electronic records as well as class assignments, grades, etc.
3. Student employees may not disclose any information about the academic record or performance of another student to anyone other than school officials except for that information in which has been deemed “directory information” and includes the following:
   a. Name, class, local address and phone number, home address and phone number, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received.
   b. Disclosure of non-directory confidential information to anyone other than school officials may only be done with explicit, written approval of the student whose records are being disclosed.
4. Student assistant must read Mary Baldwin’s institutional policy on confidentiality and agree to abide by all its provisions. Violation of Mary Baldwin’s policy concerning confidentiality will result in termination of employment and referral of the violation to the honor council or judicial board, as appropriate.

By signing below, I certify that I agree to abide by the above rules. I also certify that I have read Mary Baldwin’s institutional policy on FERPA and that I agree to abide by its policies.

Signature: __________________________________________ Date: ___________________________
STUDENT EMPLOYEE AGREEMENT

I, _________________________________, have read the Mary Baldwin University Student Employment Handbook. I fully understand student expectations and guidelines and that failure to comply with said guidelines will result in termination. I fully understand the standard that I must uphold as a Mary Baldwin University student employee and agree to all guidelines stated in the handbook.

Student Signature: ___________________________ Date: ___________________________