
MARY BALDWIN UNIVERSITY

STUDENT EMPLOYEE HANDBOOK

STUDENT EMPLOYMENT OFFICE
MARY BALDWIN UNIVERSITY
101 E FREDERICK ST
STAUNTON, VA 24401

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 (SEP) 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 its contents 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 a student 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 you graduate MBU.

Best Wishes,

Lisa Newman
Student Employment Coordinator
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STUDENT ELIGIBILITY

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

- ♦ Completed all Financial Aid documents, and be federally work study eligible
- ♦ Be enrolled at least half-time
- ♦ Fulfill MBU's Satisfactory Academic Progress (SAP) Policy

Mary Baldwin University participates in the Federal Work-Study (FWS) Program. The FWS Program is open to students who qualify for need-based assistance, which is determined by the FAFSA.

Federal Work-Study is not a scholarship, rather students earn funding as they work throughout the semester. Students work 8-10 hours per week, on average, but hours are determined by individual departments.

SECURING A CAMPUS JOB

Once an online employment application has been submitted on the SEP's website, the hiring supervisor will contact the student for an interview. Students may apply for multiple jobs, but they may only accept one campus job position. After the hiring supervisor offers the position and the student accepts, federal employee paperwork must be completed:

- ♦ 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.

The student must also sign and submit the confidentiality agreement, found at the end of this handbook. Once all paperwork has been submitted to the Student Employment Coordinator (SEC), the student will sign their Student Employment Contract. This contract notifies the student's hiring supervisor that they are eligible to start working.

RECORDING TIME

- ♦ Student employment hours are logged in ADP, our payroll tracking system.
- ♦ Once a student has signed their contract, they will be given instructions on how to register for ADP and track their work hours.
- ♦ Each student employee is personally responsible for recording accurate work hours in ADP. Falsifying your time is considered a serious and unacceptable offense which may result in an MBU Honor Code violation and/or termination from the SEP. Department supervisors review and approve your ADP time card each pay period.
- ♦ If there are any concerns with missing or incorrect work hours in ADP, please contact your direct supervisor. If there are any tech-related ADP issues, please contact the SEC.

STUDENT PAY

- ♦ Students must be hired for campus employment and have completed all student employee paperwork in order to start working and enroll in ADP.
- ♦ Student employees earn at least the federal minimum wage per hour and are paid on a bimonthly basis every other Friday.
- ♦ 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.

PUNCTUALITY & ATTENDANCE

- ♦ Each student employee creates a work schedule with their department supervisor. It is the student's responsibility to adhere to their work schedule for the semester.
- ♦ 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/or tardiness is cause for termination from the SEP.

PHONE & INTERNET USAGE

- ♦ Cell phones and/or other electronic devices should not be seen on the job site, unless: clocking in/out of ADP, there is an emergency, or at the supervisor's discretion.
- ♦ Internet Usage: student employees may be granted access to the internet based on their department's need, as determined by their direct supervisor.
- ♦ Student employees may only engage in internet activities that support the University and their departmental requirements, as requested.
- ♦ Students are prohibited from: accessing content which is considered offensive, obscene, derogatory, harassing or disruptive; distributing, soliciting, promoting, downloading, installing of any computer programs, software, utilities or files without the approval of MBU's OIT; and/or distributing nuisance or malicious computer codes, including viruses.
- ♦ Social Networking: 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.
- ♦ Activity Monitoring: MBU reserves the right to monitor the usage of all school computers including random checks, reviews of activity, audits and implementations.
- ♦ 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).
- ♦ 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.
- ♦ As a student employee, you are representing Mary Baldwin University.

COVID-19 AWARENESS

MBU's student employees and supervisors are required to abide by the COVID-19 related protocols outlined on MBU's [Back to Baldwin](#) page.

Student employment supervisors have the right to determine and implement additional measures within their workplace environment to ensure that their colleagues and student employees remain safe and healthy.

If student employees do not abide by these regulations, then their supervisor will follow the SEP disciplinary procedures outlined in the Accountability section of this handbook:

- I. Counseling by supervisor (Verbal Warning/First Offense)
- II. Meeting with the SEC (Verbal and Written Warning/Second Offense)
- III. Termination, suspension of student employment privileges

Continued refusal to abide by MBU's [face covering policy](#), social distancing and hygiene guidelines, and individual guidelines set forth by the student employee's supervisor, is cause for termination from the student employment program.

Any questions related to COVID-19 can be directed to the student employee's supervisor and the Student Employment Program Coordinator.

SUMMER STUDENT EMPLOYMENT

- Students can work on campus during the summer term. however, there are limited campus jobs.
- Students do not have to be federally work-study eligible to apply for summer positions. Students can be hired by their supervising department, whom they worked for during the fall and spring semesters, or they can apply on the SEP website for summer positions.
- If hired, the student must have completed: tax forms, student employee agreement and confidentiality agreement, and a signed contract. The length of summer employment and pay rate is determined by the hiring supervisor's department.

YOUTH EMPLOYMENT & WORK PERMITS

Minors aged 14-17 may apply for campus employment; however, there are certain job restrictions. Students aged 14-15 must obtain a work permit in order to work on campus; students aged 16-17 do not need documentation other than that to complete the federal tax and employment forms. To obtain a work permit or inquire about youth employment, please contact the SEC.

NON-DISCRIMINATION

Mary Baldwin University is committed to providing a safe and secure environment, free of discrimination for our students, faculty, and staff. MBU does not discriminate on the basis of sex, race, nationality 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 or complaints of discrimination may be directed to the SEC and the Director of Human Resources: 540-887-7367.

HARASSMENT

Each MBU employee is responsible for maintaining a safe workplace, free 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. MBU will not tolerate any form of harassment, and any act will result in immediate termination from the SEP. If you feel you are a victim of harassment, either from another employee, student, or supervisor, immediately notify your direct supervisor, Campus Security, and the SEC.

WORK INJURIES

- Job injuries must be reported to your direct supervisor and Campus Safety immediately. Please notify the SEC 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.

GRIEVANCE PROCEDURES

Disputes or complaints should first be handled by the student employee and their direct department supervisor. If unable to resolve the issues, please proceed with the following:

- Contact the SEC, explaining the issue. A formal, written statement must be submitted to the Student Employment Office within 72 hours of notifying the SEC.
- The SEC will discuss the issue separately with the student's direct supervisor, A mediation with the student, supervisor, and SEC may be scheduled as appropriate.
- If a student wishes to terminate their employment contract, they must notify their direct supervisor. A two weeks' written notice is recommended to be sent to the supervisor.
- In the case of a student employment contract terminated by the supervisor, the supervisor must give written notice to the student immediately upon termination.

SPECIAL ACCOMMODATIONS

To request or discuss work accommodations for students with disabilities, please contact the SEC, and Carey Usher in the Academic Resource Center at cusher@marybaldwin.edu.

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, approved by your direct supervisor. 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 supervising 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 SEC (Verbal and Written Warning/Second Offense)
- III. Termination, suspension of student employment privileges

Student employees are expected to exhibit a positive and cooperative attitude in the workplace, contributing to a safe and welcoming work environment for all MBU community members. As with any off-campus job, MBU student employees are evaluated on respectfulness, punctuality, reliability, work ethic and initiative, and ability to take constructive criticism.

Student Employee Evaluations will be completed and signed by each student and their supervisor at the end of the academic term to reflect on their work experience. Students whose contracts are terminated must also complete the evaluation with their supervisor at the end of their workperiod.

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 AGREEMENT

Mary Baldwin University 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.

- ♦ No student employee may have access to a faculty or staff password allowing admission to MBU's electronic student database. If a student inadvertently learns a password, she should ask the owner of the password to change it immediately.
- ♦ 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. This includes electronic records as well as class assignments, grades, etc.
- ♦ 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: 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. 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.
- ♦ Student employees must read Mary Baldwin's institutional policy on confidentiality and agree to abide by all its provisions. Violation of MBU's confidentiality policy 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. I certify that I have read the MBU Student Employee 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.

Signature: _____ Date: _____