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# Student Employee Handbook

MARY BALDWIN UNIVERSITY

FINANCIAL AID 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 (SEC) 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/Assistant Director of Financial Aid  
[ldnewman@marybaldwin.edu](mailto:ldnewman@marybaldwin.edu)  
Phone: 540-887-7288  
Fax: 540-887-7229

### ADDITIONAL CONTACT INFORMATION

<b>Office of Financial Aid</b> (540) 887-7022 <a href="mailto:finaid@marybaldwin.edu">finaid@marybaldwin.edu</a>	<b>Human Resources</b> (540) 887-7176 <a href="mailto:hr@marybaldwin.edu">hr@marybaldwin.edu</a>	<b>Campus Safety</b> 540-887-7000 <a href="mailto:safety@marybaldwin.edu">safety@marybaldwin.edu</a> 237 Sycamore St Staunton, VA 24401
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## STUDENT ELIGIBILITY – FEDERAL WORK STUDY (FWS)

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.

Students who wish to apply for student employment must meet the following criteria to be considered for a student employment position:

- Complete all Financial Aid documents and be federally work study eligible. Institutional Work Study may be available for those who don't qualify for Federal Work Study; however, these positions are extremely limited.
- Be enrolled at least half-time
- Fulfill MBU's [Satisfactory Academic Progress \(SAP\) Policy](#)

## SECURING CAMPUS EMPLOYMENT

To be considered for campus employment, students can apply online through the SEP website ([https://go.marybaldwin.edu/financial\\_aid/sep/](https://go.marybaldwin.edu/financial_aid/sep/)).

Students may apply for multiple jobs, but they may only accept one campus job position if offered a position.

Once an online employment application has been submitted, the hiring supervisor will contact the student for an interview. If the hiring supervisor offers the position and the student accepts, employee paperwork must be completed.

Employee paperwork will be emailed to the student's Mary Baldwin University email address from [finaid@marybaldwin.edu](mailto:finaid@marybaldwin.edu). The email will contain:

- **VA-4 and W-4 tax forms**
- **I-9 Employment Eligibility Verification form:** 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 last page of the I-9 Employment Eligibility form.
- **Student confidentiality agreement:** Found on the last page of the Student Employee Handbook

Once all paperwork has been submitted to the Student Employment Coordinator (SEC), the student will sign their student employment contract. **A copy of the signed contract will be provided to you, and you will need to present the contract to your supervisor.** This contract notifies the hiring supervisor that you are eligible to start working.

Your contract will outline your position title, pay rate, maximum earnings, and maximum hours you are permitted to work for the academic year. Most students work 8-10 hours per week to reach their allotted work study funding. Once you have reached your maximum earnings, your employment will end.

You may not work until your contract is received by the SEC and subsequently provided to your supervisor.

## **INTERNATIONAL STUDENT EMPLOYEES**

International students hired for an institutional work study position must not violate their F-1 or J-1 Visa status to be eligible for employment. Employee paperwork must also be completed according to regulations, and the student must obtain a social security number. This process can take several months, and a student cannot begin working until all required paperwork is received by the SEC and the contract is provided.

International students must not exceed 20 hours per week during periods of enrollment and no more than 40 hours per week during breaks. This is a federal requirement, and the student may risk deportation if not followed.

## **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 to complete the federal tax and employment forms. To obtain a work permit or inquire about youth employment, please contact the SEC.

## **RECORDING TIME**

- Student employment hours are logged in ADP, our payroll tracking system.
- You will receive an email from ADP with a registration PIN within 2 weeks of completing the necessary paperwork and contract.
  - If you begin working after your contract is provided, but you don't have ADP access yet, keep track of your hours manually. Send your hours to your supervisor so they may be manually entered into ADP for you.
- 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.
- Your supervisor will review and approve your ADP timecard 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**

- The work week begins on Mondays and ends on Sundays.
- Student employees are paid on a bi-weekly basis every other Friday. A pay schedule will be provided to you and your supervisor.
- Students are paid at the rate indicated on their student employee contract and are paid at least the federal minimum wage.
- Students have the option to sign up for direct deposit through ADP to receive their pay. They may do so as soon as they receive the registration email from ADP to set up their account.
  - Log into ADP, click on the 'Myself' option on the menu, choose 'Pay', and then choose 'Payment Options'. You should see an option to add a bank account for direct deposit.
  - It is the student's responsibility to ensure their banking information is entered correctly and is up to date. If entered incorrectly or the direct deposit does not go through, you will receive your check through campus mail.
    - There is a \$25 fee if direct deposit does not go through due to an invalid bank account number, routing number, or closed account.
  - If your banking information changes at any time, you need to update your direct deposit information in ADP.
  - If your banking information is automatically verified upon entering the information in ADP, your pay check will be direct deposited. If it does not automatically verify, you may have your paycheck sent to the following locations until verified:

- Undergraduate Students: Your student mailbox
  - Shakespeare and Performing Arts Students: Rose Terrace building
  - Murphy Deming Students: Murphy Deming College of Health Sciences
- If you do not wish to sign up for direct deposit:
  - Checks will be placed at the following locations on payday:
    - Undergraduate Students: Your student mailbox
    - Shakespeare and Performing Arts Students: Rose Terrace building
    - Murphy Deming Students: Murphy Deming College of Health Sciences building
  - If you wish to credit your paycheck towards your student account balance, please contact Student Accounts at studentaccounts@marybaldwin.edu.
  - All checks expire 180 days after the issued date if not cashed. Please be sure to cash your checks timely with your bank. Checks that are expired are unable to be negotiated.
  - Replacement check policy:
    - If you misplace your check and request a replacement, you are responsible for a \$28 fee.
  - Final paychecks of each semester will be sent to the student's home mailing address on file.
- In the event of a holiday falling on a payday, employees will receive paychecks on the following business day.

#### **FICA EXEMPTION**

FICA taxes are not deducted from a student's earnings (for a student who meets the definition of student employee) during the academic year. Students are also exempt from FICA taxes if they work over a break that is less than 5 weeks.

#### **STUDENTS FILING EXEMPT ON W-4 AND/OR VA-4**

Students who file exempt on the 2022 W-4 and/or exempt on the 2022 VA-4 tax papers must complete a new form(s) for 2023 no later than February 15, 2023.

#### **GRADUATE ASSISTANTS ALSO HIRED FOR WORK STUDY – PAY POLICIES**

Students with a Graduate Assistantship who also are hired for a work study position will be paid monthly. You will not be able to use ADP to track your work study hours. Instead, you will need to send an email each month to your supervisor with your hours worked no later than timecard Monday to be paid those hours. Your supervisor will communicate with the SEC and Payroll the approved hours you should be paid.

If at any time you feel you have not been paid your hours, please work with your supervisor to confirm they have submitted your time. It is your supervisor's responsibility to ensure your hours are submitted by the deadlines.

#### **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.

#### **20-HOUR MAXIMUM POLICY**

Students employees should not exceed 20 hours per week while classes are in session. This 20-hour maximum is set for students to best balance their studies in the classroom and employment.

## **SEMESTER BREAKS AND HOLIDAYS**

Students should not work any time the university is closed for a holiday (and the department is closed) or where there is no direct supervision.

You may continue to work during Spring break if the office they work with remains open and can provide supervision of the student employee.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

Any time the university mandates a school closure or delayed opening due to inclement weather or other reasons, students will not be able to work until the school reopens. Please follow any guidance from the university alert systems. Adequate supervision must be present in order for a student to work.

## **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.
- Student employees may be granted access to the internet based on their department's need, as determined by their direct supervisor.
- Student employees should only engage in internet activities that support the University and their departmental requirements, as requested or by supervisor approval.
- 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: Unless it is a job requirement, participating in online forums or social networks is a personal activity and should not be done while 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 [Acceptable Use Policy](#) of Information Technology.

## **STUDENT EMPLOYMENT DRESS CODE POLICY**

As a student employee, you are representing Mary Baldwin University.

Acceptable dress includes business casual clothing or as determined by your department supervisor. 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.

## **EVALUATIONS**

- At the end of the academic year or at the end of the semester you end your employment (whichever occurs earlier), your supervisor will complete an evaluation of your job performance. This evaluation will include the following categories, and your supervisor will have the opportunity to provide additional comments:

Performance Factors				
Duties	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Applicable
DEPENDABILITY & COOPERATION Trustworthy, punctual, reliable, responsible; able to work well with fellow employees, supervisor.				
QUALITY OF WORK Work is accurate, thorough, and acceptable; uses materials and time economically; eager to improve.				
WORK PERFORMANCE Has ability to do a comparatively large amount of work of above-average quality; has ability to work under pressure.				
PROFESSIONALISM Dresses appropriately for the position; demonstrates self-control; poised; has ability to make sound decisions.				
ATTITUDE TOWARDS WORK Is courteous, cheerful, interested; willing to work at difficult or disagreeable tasks; takes instructions cheerfully.				
MOTIVATION/INITIATIVE Is motivated to finish work on time or properly; takes initiative to start new tasks, come up with ideas, or finish work creatively.				
Overall Assessment				
Additional Comments (strengths, weaknesses, ways to improve, goals for next semester):				

- Your supervisor is required to review the evaluation with you. You will need to sign and date the form, acknowledging the form has been reviewed with you (not that you necessarily agree with the evaluation itself).
- If you have any questions regarding your evaluation, you are encouraged to speak directly with your supervisor.
- Your supervisor will use this evaluation to determine if you are eligible to be rehired into the next year, if you are returning as a student.

### WORK/CLASS CONCERNS

Work study positions are designed to help you gain work experience, make new connections, and enhance your skills needed for successful employment beyond college. If you are having difficulty keeping up with your studies because of your work schedule, please work with your supervisor and discuss your concerns.

### VOLUNTEERS

No student can volunteer their time for a work study position. The student must be paid for hours worked.

### MAY TERM & WORK STUDY

If you have federal work study hours remaining after the spring semester is over, you may work into the May term if one of the following is true:

1. You are enrolled in a May term class OR
2. You were enrolled in the prior spring term and are graduating OR
3. You were enrolled in the prior spring term and are enrolled in the following fall term

You may only continue to work until you have reached your allotted federal work study hours or the last day of the May term session (whichever occurs earlier).

### 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: I-9, 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.

If living in campus housing, an application must be submitted with Residence Life. There are fees associated with living on campus.

## **W-2**

W-2's will be available in January in ADP for the tax year worked.

## **COVID-19 POLICIES**

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.

## **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 also 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.

### **CAMPUS SAFETY & SECURITY**

Please review the MBU [webpage](#) for additional information regarding severe weather, fire, and tornado safety protocols, along with security protocols.

### **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 Stephanie Hutchinson in the Academic Resource Center at [sdhutchinson@marybaldwin.edu](mailto:sdhutchinson@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, in compliance with the Family Educational Right and Privacy Act (FERPA), 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 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 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

Students found to be violating MBU and the SEP's nondiscrimination policy, harassment policy, and/or honor policy in the workplace can be subject to immediate termination. The student may need to be reported to MBU's Judicial Board and/or Honor Council.

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 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 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: \_\_\_\_\_