
Student Employee Handbook

MARY BALDWIN UNIVERSITY

FINANCIAL AID OFFICE
MARY BALDWIN UNIVERSITY
101 E FREDERICK ST
STAUNTON, VA 24401

Reviewed 7/10/2023

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
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Phone: 540-887-7288
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ADDITIONAL CONTACT INFORMATION

Office of Financial Aid (540) 887-7022 finaid@marybaldwin.edu	Human Resources (540) 887-7176 hr@marybaldwin.edu	Campus Safety 540-887-7000 safety@marybaldwin.edu 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. Instead students earn funding as they work throughout the semester through a paycheck. Hours are determined by individual departments, but students and supervisors must not exceed the maximum hours per semester based on the student's contract.

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 not guaranteed any given year due to funding restrictions and is determined later in the year if available.
- 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/).

Students may apply for multiple jobs, but they may only accept one campus job position if offered a position. If a student is nominated for a Student Government Association position, the student will not be able to have both positions. A determination must be made, and the SEC must be notified of which position will be proceeded with.

Once an online employment application has been submitted, the hiring supervisor will contact the student for an interview if interested. 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. 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 *in person* 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 Employee Handbook:** The final page, the Student Confidentiality Agreement, must be signed.

Once all paperwork has been submitted to the Student Employment Coordinator (SEC), the student will sign their student employment contract. The contract will outline the position title, pay rate, maximum earnings, and maximum hours the student is permitted to work for the academic year.

Once the student has reached the maximum hours for the semester, the employment will end for that semester.

A copy of the signed contract will be provided to the student, and the student will need to present the contract to their supervisor. This contract notifies the hiring supervisor that the student is eligible to start working and the maximum hours the student can work.

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

INTERNATIONAL STUDENT EMPLOYEES

If funding allows, work study positions may be opened to students not eligible for federal work study through institutional work study funding. Funding is never guaranteed and is reviewed on an annual basis. If positions are able to be opened to non-federal work study eligible students, an announcement will be made through the MBU Announcements.

Students looking for part-time work may find job opportunities on the Human Resources webpage found here: <https://go.marybaldwin.edu/business-and-finance/employment/>.

If institutional work study funding is available, international students (including exchange students) would need to apply for a position, interview, and be hired. Students hired for an institutional work study position must not violate their F-1 or J-1 Visa status to be eligible for employment. Approval from the Designated School Officer (DSO) is required, which is coordinated with the SEC and the hiring supervisor.

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 in school (e.g. summer employment). This is a federal requirement, and the student may risk deportation if not followed.

Employment must end on the day the international student completes all requirements for their course of study.

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 and adhere to strict guidelines regarding hours. Failure to comply with regulations will result in termination.

● WHAT HOURS CAN A 14 OR 15 YEAR-OLD WORK?

- May not work more than 3 hours a day on a school day;
- May not work more than 18 hours a week in a school week;
- May not work more than 8 hours a day on a non-school day;
- May not work more than 40 hours a week in a non-school week;
- May not work before 7 a.m. or after 7 p.m., except between June 1st and Labor Day, they may work as late as 9 p.m.;
- May not work during school hours unless enrolled in a school work-training program;
- Must be given a 30-minute rest or meal period after 5 consecutive hours of work.

Students aged 16-17 do not need documentation other than to complete the federal tax and employment forms, unless hired to work in a lab setting. In the case of being hired to work in a lab setting, a permission form must be completed with the student's parent and supervisor.

To obtain a work permit, inquire about youth employment, or obtain a permission form for lab settings, please contact the SEC.

RECORDING TIME

- Student employment hours are logged in ADP, our payroll tracking system.
- The student will receive an email from ADP with a registration PIN within 2 weeks of completing the necessary paperwork and contract.
 - If the student begins working after their contract is provided, but they don't have ADP access yet, the student will need to keep track of their hours manually. They will also need to send their hours to their supervisor, so the hours may be manually entered into ADP for the student.
- Each student employee is personally responsible for recording accurate work hours in ADP.
 - Falsifying time is considered a serious and unacceptable offense which may result in an MBU Honor Code violation and/or termination from the SEP.
- The student's supervisor will review and approve their ADP timecard each pay period.
- If there are any concerns with missing or incorrect work hours in ADP, students should contact their 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 the student and their supervisor and can also be found on the Student Employment Program website here: https://go.marybaldwin.edu/financial_aid/sep/.
- 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'. There should be 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, the student will receive their 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 the student's banking information changes at any time, they will need to update their direct deposit information in ADP.
 - If the student's banking information is automatically verified upon entering the information in ADP, the student's pay check will be direct deposited. If it does not automatically verify, the student may have their paycheck sent to the following locations until verified:
 - Undergraduate and Shakespeare and Performance Students: Mailroom
 - Murphy Deming Students: Murphy Deming College of Health Sciences
- If the student does not wish to sign up for direct deposit:
 - Checks will be placed at the following locations on payday:
 - Undergraduate and Shakespeare and Performance Students: Mailroom
 - Murphy Deming Students: Murphy Deming College of Health Sciences building
 - If the student wishes to credit your paycheck towards their student account balance, please contact Student Accounts at studentaccounts@marybaldwin.edu.
 - All checks expire 180 days after the issued date if not cashed. Students will need to cash checks timely with their bank. Checks that are expired are unable to be negotiated.
 - Replacement check policy:

- If a student misplaces their check and requests a replacement, they 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, students 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 2023 W-4 and/or exempt on the 2023 VA-4 tax papers must complete a new form(s) for 2024 no later than February 15, 2024.

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. They will not be able to use ADP to track their work study hours. Instead, they will need to send an email to their 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 the student should be paid.

If at any time a student feels they have not been paid their hours, the student needs to work with their supervisor to confirm they have submitted the student's time. It is the supervisor's responsibility to ensure the 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 the 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.

Students 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 for a student to work when the school reopens.

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, the student is representing Mary Baldwin University.

Acceptable dress includes business casual clothing or as determined by the 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 the student ends their employment (whichever occurs earlier), the supervisor will complete an evaluation of the student's job performance. This evaluation will include the following categories, and the 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):				

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

WORK/CLASS CONCERNS

Work study positions are designed to help the student gain work experience, make new connections, and enhance their skills needed for successful employment beyond college. If the student is having difficulty keeping up with their studies because of the work schedule, the student must work with the supervisor and discuss their 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 the student has work study hours remaining in their spring allotment after the spring semester is over, they may work into the May term if they are enrolled in a May term class and the department they work with is open for work during May term (discuss this with the supervisor). A student may only continue to work until they have reached their allotted work study hours or the last day of the May term session (whichever occurs earlier).

SUMMER STUDENT EMPLOYMENT

Summer employment is not work study - students do not have to be federal work-study eligible to obtain a summer position. If interested in employment, discuss with the department you work with to determine if a position may be available.

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 the student feels they are a victim of harassment, either from another employee, student, or supervisor, students must immediately notify their direct supervisor, Campus Security, and the SEC.

WORK INJURIES

Job injuries must be reported to their 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.

CONFIDENTIALITY

As a student employee, students may gain access or come across confidential information about another employee, faculty/staff member, or student. The student employee is obligated to protect that information from disclosure, in compliance with the Family Educational Right and Privacy Act (FERPA), meaning they 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.

Student Name: _____ MBU ID # _____

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, they 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: _____