

# Student Employment Handbook

## Introduction

Student employment is a program students can utilize to enhance their academic experience at Case Western Reserve University. By applying practical learning on the job, students gain valuable experience in a supportive and challenging setting. CWRU offers a variety of part-time employment opportunities and recognizes that student employment is a valuable form of financial assistance as well as a great way to network and get connected with the university community. Our students play an integral role in many university departments and in return, the university provides student employees with an opportunity to gain valuable office and technical skills. Student employees also perform work that may relate to future career plans, and earn a competitive pay rate.

Location of the Student Employment Office:

412 Yost Hall  
Cleveland, Ohio 44106-7049  
Phone: 216.368.4533  
Fax: 216.368.5054  
Email: [stu-emp@case.edu](mailto:stu-emp@case.edu)  
Office Hours: Monday through Friday, 8:30 a.m. to 5:00 p.m.

## Employment Programs

### Federal Work-Study Programs

This is a federally funded employment program designed to aid students who have demonstrated financial need. A Federal Work-Study (FWS) award is given as part of the financial aid package and provides the student with priority in the offer of job placement. The Office of University Financial Aid determines a student's eligibility for this program and the amount of the work award.

The federal government pays a portion of the student's wages, and the university department pays the remaining portion, up to the gross amount of the student's Federal Work-Study award. FWS students who have earned their entire award prior to the completion of the academic year may continue to work for their current employer if the department will pay 100% of the student's wages.

Undergraduate students are paid Federal Work-Study wages on an hourly basis only. Students may hold more than one position simultaneously but are limited to the daily and weekly hourly limits.

The Federal Work-Study program also offers students an opportunity to work in the community, such as the Children's Museum, Cleveland Botanical Garden, Cleveland Clinic, Cleveland Museum of Art, Hillel Foundation, Progressive Arts, Ronald McDonald House, The Sculpture Center, Severance Hall and the Museum of Contemporary Art Cleveland.

These off-campus employment positions allow students to perform tasks that will direct their creative energies to servicing the needs of others while they enhance their personal and professional goals.

## Campus Employment (Non Work-Study)

This program is funded by the university through departments on campus and offers part-time employment to students. It is not essential that a student qualify for financial aid to obtain a campus job. Students not receiving need-based Federal Work-Study may apply for a job directly through the Office of Student Employment. The hiring department pays 100% of the student's wages. All departments are encouraged to budget as many campus jobs as possible to aid the university in its commitment to assist students.

There should be no difference as far as the treatment of student employees within the employing department. Specifically, wage rates or job references should not be determined by the source of funding. Rather, student employees should be judged by their individual knowledge, skills and performance.

## Beginning a Job

Students must be registered as half time in accordance with their school of enrollment and enrolled in a degree-seeking program to be eligible to work on campus during the school year. Undergraduate students must enroll for at least six credit hours to be considered half time. Graduate and professional school students should contact the Office of Student Employment for the half-time enrollment requirements of their school. Students who withdrew or fall below half time are not permitted to work on campus and must terminate employment upon withdrawal.

Students are not required to be registered for class to obtain summer employment on campus. However, if a student is registered for at least three credit hours during the regular summer term, they are exempt from FICA / Medicare tax withholdings.

Once a student has decided to seek employment and has qualified for participation in one of the part-time employment programs, the following steps must be completed before you can work:

Search for a job at CWRULink [case-csm.symplicity.com / sso / students](http://case-csm.symplicity.com/sso/students), the one-stop online employment site where students can obtain information on open positions, job descriptions and contact information. Use the contact information to apply for the position in which you are interested. Once hired, submit the following paperwork to the Office of Student Employment:

### Student Employment Packet

This packet includes the I-9 Employment Eligibility Verification Form, and federal and state tax-withholding forms. To learn more about the I-9 and what documents are acceptable to submit, visit our website at [financialaid.case.edu / studentemployment / forms.aspx](http://financialaid.case.edu/studentemployment/forms.aspx).

This packet along with the acceptable ID must be completed within three days of the start of your employment. Students that are residents of Michigan, Pennsylvania, Indiana, West Virginia and Kentucky must complete the packet that includes the State Reciprocity form. Completing this form eliminates withholdings of Ohio income tax.

### Hire / Rehire Maintenance Form (hourly student employees)

This form will be completed by the hiring department. Signatures of the student hire and department coordinator or supervisor are required. This form is also used for all subsequent hires and rehires as well as any administrative maintenance involving the position. This form can be found on the website at [financialaid.case.edu / studentemployment / forms.aspx](http://financialaid.case.edu/studentemployment/forms.aspx).

### Stipends (non-hourly student employees)

Students are hired during the academic year or summer to receive a certain amount. The amount is divided up over the term and paid out in monthly increments on the last business day of the month.

## Payment Request Form (non-hourly student employees)

Students who are hired to complete a short project and who will not be working for that department / supervisor on a continuing basis must be paid via a payment request. This request allows students to receive a lump sum payment when the project is complete.

## International Students

International students with F-1 or J-1 status may work on campus and must complete the packet that includes the Supplemental W-4 for Nonresident Aliens. A Permission to Work Form should be turned in with the packet. These forms are available from the Office of International Student Services in Tomlinson Hall Room 143.

A Social Security number is a requirement for work in the United States. Once the student has secured an on-campus job, he or she may apply for a Social Security card. Instructions for obtaining the card can be obtained from the International Student Services office.

# Employee Compensation

The student cannot be paid until all paperwork is completed. To prevent problems, students should not accept employment or start working until all of the above steps have been completed.

The Employee Self-Service module of the Human Capital Management (HCM) system is available to all employees at [case.edu/hcm](http://case.edu/hcm). Here students can enter time worked, view personal information and also view paychecks. Students are not paid for holidays, vacations, jury duty, sick leave or leaves of absence. Both the student and the supervisor are responsible for maintaining an accurate record of the time worked and recording that time on the HCM system. It is the supervisor's responsibility to ensure work hours are approved.

## Pay Period / Paychecks

Checks are issued on the 15th of the month and on the last working day of the month. If the 15th of the month or last business day of the month falls on a Saturday or Sunday, checks will be available the Friday directly before the weekend. If more than one job is held on campus, only one paycheck is issued. All students should expect a two-week delay in processing and printing of payroll checks.

Direct deposit of the student's payroll check to a designated bank account may be arranged online through the HCM system. Instructions for setting up direct deposit are available at: [financialaid.case.edu/studentemployment/forms](http://financialaid.case.edu/studentemployment/forms).

If changes occur with your bank account or the account is closed, HCM must be updated via the University Payroll Department. Payroll can be reached at [payroll@case.edu](mailto:payroll@case.edu).

Students paid via stipend will be paid through monthly payroll on the last business day of the month.

Students who opt to be paid via paper checks can retrieve those checks in the Office of Student Employment located in Yost Hall, 4th floor, room 412. Checks are held for a period of 30 days. Students should make every effort to pick up their checks within the 30-day time frame. After 30 days the checks are mailed to the address printed on the checks.

## Request for Paycheck

In the event a student does not receive a paycheck on a regularly scheduled payday and had submitted work hours in HCM on a timely basis and completed all necessary paperwork, a request for a paycheck can be obtained. Failure to enter hours on a timely basis is not a valid reason for a request of an off-cycle check. It is not the responsibility of the supervisor to enter time for the student.



The off-cycle check is produced manually and can take up to three business days to receive. Off-cycle checks cannot be paid via direct deposit. If the student can wait to be paid on the next scheduled pay date, it is in the student's best interest to do so. Forms to request an off-cycle check can be obtained in the Office of Student Employment.

## Wage Classifications

There are four classifications for undergraduate and graduate student jobs on campus. The rates associated with each classification are in effect for the fiscal year. All wage rates are subject to the approval of the Student Employment Office. There is no difference of pay between students eligible for FWS and students who are not FWS eligible.

A student's hourly wage depends on the job classification, and the salary scale should be employed when establishing these pay rates. Generally, it is expected a student will begin at the minimum salary within a wage classification and receive merit increases based on longevity and performance. This standardized scale allows employers to pay students a wage commensurate with the skills and experience required to successfully perform the job tasks and offers an opportunity to provide students with promotional incentives.

Hourly Rate	Undergraduates – Skill Requirements
\$9.20 - \$10.45	Class I – Required skills, experience, duties and responsibilities extremely limited. This class will require some on-the-job training and close employer supervision.
\$9.60 - \$11.50	Class II - Required skills and experience with one year of related job experience or preparation. These positions assume that the student will have limited supervision, attain some degree of responsibility and do not require extensive training.
\$10.45 - \$12.60	Class III - Required skills and experience with one-to-two years related job experience. Student will assume technical and/or supervisory responsibility. These positions suggest advanced technical skills and are normally reserved for students who are capable of functioning in a supervisory capacity.
\$10.70 - \$13.90	Class IV - Required skills and experience with two-to-three years related job experience or preparation. Positions that demand highly technical skills and/or maturity associated with supervisory responsibility.
	<b>Graduate – Skill Requirements</b>
\$10.45 - \$13.90	Class A - Required skills with one year of related work experience and a BA/BS or its equivalent. Typical job titles would include, but are not limited to, research lab technicians, legal research assistants, law clerks, and legal and social work interns.
\$11.00 - \$14.95	Class B - Required skills with two-to-three years of related work experience, a BA/BS and completion of graduate-level courses. Typical job titles would include, but are not limited to, senior research technicians, second-year medical school tutors, small project supervisors, and senior legal and social work researchers.
\$11.55 - \$16.05	Class C - Required skills with three or more years of related work experience. These positions would require highly specialized technical skills, a BA/BS and completion of graduate-level courses, usually at the master's level. Typical job titles would include, but are not limited to, third-year medical school tutors, computer specialists and independent field-study researchers.
\$12.30 - \$18.30	Class D - Required skills with related work experience, highly specialized technical and personal skills and the completion of PhD-level graduate courses. Typical job titles would include, but are not limited to, supervising other graduate students, fourth-year medical student assistants and tutors, registered nurses, and counseling and teaching assistants.



# Employee Services and Development

## Bloodborne Pathogens

In compliance with the Occupational Safety and Health Administration (OSHA), training is required for all employees using or potentially exposed to human blood-borne pathogens. All medical, dental and nursing students must take this training. Under the directions of Environmental Health and Safety, student employees will receive pertinent information regarding necessary vaccines.

## Work-Related Injury

If injured on the job, the student employee must notify the supervisor and report immediately to the University Healthy Service for diagnosis and possible treatment. If the injury requires immediate emergency treatment, the student should be transported to the University Hospitals Case Medical Center Emergency Room.

An injury report must be submitted to the Office of Risk Management and Insurance ([riskmanagementandinsurance@case.edu](mailto:riskmanagementandinsurance@case.edu); 216.368.1547). Issues regarding worker's compensation are also handled through the Office of Risk Management and Insurance.

Federal Work-Study student-employees who are employed by off-campus agencies and who are on the agency's payroll are covered by the agency's worker's compensation. The student should consult with the supervisor for the proper procedures for reporting work-related injuries.

## Driver's Record

Driver safety awareness training is required for employees who drive CWRU vehicles. Student employees who have access to university vehicles will be required to complete the Employee Authorization for Bureau of Motor Vehicles License Check and provide a valid driver's license.

## Educational Services for Students (ESS)

As part of the guidelines set forth by the university, it is mandatory that all UGTA attend training sessions offered by ESS prior to or concurrent with their first teaching assignment. Training sessions are offered at the beginning of each semester.

# Student and Employer Responsibilities

## Student Responsibilities

Student employees are responsible for:

- Ensuring all necessary paperwork for the Student Employment file is complete. This includes obtaining a new employment Hire / Rehire form every academic year and summer term.
- Completing the term of employment previously agreed upon or providing notification if it becomes necessary to leave the job before the term is completed. The student must give at least two weeks notice.
- Not exceeding the 20 hour per week policy. University policy does not allow students to work more than 20 hours per week, regardless of the number of positions held. Students may work up to 40 hours per week during winter, spring and summer breaks. Students who violate this policy risk termination of the position.
- Notifying the Office of Student Employment in a timely manner of any changes in personal status, enrollment or employment information. Relevant changes include name change, change in marital status, change in tax withholding, change in dependents, and change in enrollment or employment status. Students should keep their address updated through the Student Information System (SIS).

- Employees have the right to access their own personnel files. They also have the right to submit a document to the file if they wish to correct information that they believe to be inaccurate or to express disagreement with information on file. The employee should also provide the supervisor with a copy of any submitted items.

## Additional Requirements for Federal Work-Study Students

In addition to the aforementioned responsibilities, students employed under the Federal Work-Study Program are responsible for:

- Not exceeding the maximum earning limit established by the Office of University Financial Aid. It may be possible to continue working under the campus job program once the maximum earning limit has been reached.
- Inform each supervisor if more than one job is held. This will enable the supervisor to accurately monitor the student's earnings and prevent job termination on short notice or at an inopportune time.
- Not exceeding their award limits. However, a student's work award may be increased or decreased as a result of change in financial status or receipt of outside assistance. A student may request that loan funds be converted to a work award. Conversion will depend upon the availability of funds and employment opportunities. The student will be notified of any changes in the financial aid award and should report these changes immediately to his or her supervisor(s).

## Standards of Excellence

To achieve the university's mission of excellence in teaching, research and scholarship, every employee must share responsibility for specific standards that promote excellence. These standards are the basic requirements for a productive work environment. All employees share responsibility for complying with these standards and for promoting these standards throughout the university community.

### Professionalism

Professionalism in communications and behavior is the only acceptable form of interaction on campus and in related university business settings. Every employee is expected to conduct himself / herself in a manner that is a positive reflection of the university. When differences of opinions occur, only constructive, legitimate and respectful forms of communication are considered appropriate.

The university does not condone the following behaviors in the workplace:

- Intimidation (raised voice, yelling or screaming)
- Verbal abuse, including the use of profanity, humiliation via sarcasm, inappropriate physical contact, threatening-like behavior, or invading personal space or privacy.

Student employees who engage in these types of behaviors will be subject to termination. Employees who feel that they have been subjected to these types of behaviors should report such behavior to their supervisor, the Office of Student Employment or the Office of Student Affairs immediately. All reports of these types of behaviors will be taken seriously and handled appropriately.

### Personal Privileges

Every employee contributes to the university image. While employees have the right to personal preferences in dress and workplace decor, the overall image will be one of professionalism as appropriate for the particular function. The university reserves the right to restrict dress and workplace décor for legitimate reasons relating to safety, hygiene or environmental conditions.

## Equal Employment Opportunity

Case Western Reserve University does not discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation, national or ethnic origin, political affiliation, or status as a disabled veteran or veteran of the Vietnam Era.

## Diversity Awareness

The student body and employees of CWRU are a diverse community, so valuing diversity is a key part of CWRU employment standards. By participating in available programs on campus, employees will achieve common goals while valuing differences; develop their skills to their full potential; and have a better understanding of CWRU's community of students and employees.

## Drug- and Alcohol-Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances is prohibited on property owned or operated by Case Western Reserve University and is grounds for disciplinary action.

Any student who is at the workplace under the influence of alcohol or illegal drugs or who possesses or consumes alcohol or illegal drugs on the job or in the workplace is subject to disciplinary action. Student employees who are convicted of a violation of a criminal drug statute that occurred in the workplace will be expected to cooperate with any mandatory evaluation and possible treatment. Employees who have the need for assistance in avoiding the use of drugs or alcohol should contact the Office of University Counseling Services.

## Sexual Harassment

As defined by the University Sexual Harassment Policy, sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

It is the policy of Case Western Reserve University to provide a positive, discrimination-free educational and working environment. Sexual harassment in the workplace or the educational environment is unacceptable conduct that may result in disciplinary action up to and including discharge.

If you feel that you have been the victim of sexual harassment, refer to the Grievance Process section of the Student Service Guide or consult the Office of Student Affairs in Adelbert Hall, Room 110; 216.368.2020.



# Computing Ethics

Employees must use the university's computing resources in an ethical manner with attention to the legal use of licensed software; protection of confidential information; legitimate use of hardware, software and periphery devices; legitimate access to and use of valid data, asset management and right to privacy; and respect for and safeguarding of security passwords and systems access.

## Computing and Network Ethics Policy

The general standards of conduct expected of members of an educational institution also apply to the use of university computing, network facilities and resources, including:

- Wiring or physical infrastructure used for electronic communications
- Electronics or physical equipment used for processing or communications
- Programs, programming languages, instructions or routines that are used to perform work on a computer
- Digital information, such as records, images, video or textural material stored on or accessible through a computer

## Property Rights

University computing, network facilities and information resources are made available to assist individuals in the pursuit of educational goals. In order to promote the most effective use of these it is expected that users will cooperate with each other and respect the ownership of work and information even though it is in electronic form rather than print. Individuals will be held no less accountable for their actions in situations involving computers, network facilities and information resources than they would be when dealing with other media.

Though some of them are intangible, these computing resources, network facilities and information resources are the property of the university. Rules prohibiting theft or vandalism apply to software and data in addition to physical equipment. Conduct that violates the university's property rights with respect to computing, net-work facilities and information resources is subject to university disciplinary action. This conduct includes (but is not limited to):

- Copying university-owned or -licensed software or data to another computer system for personal or external use without prior approval
- Attempting to modify university-owned or -licensed software or data without prior approval
- Attempting to damage or disrupt operation of computing equipment, data communications equipment or data communications lines
- Using university computing, network facilities and information resources for purposes other than those intended by the university body granting access to those resources—especially using them for personal financial gain or allowing access to them by unauthorized persons, even if they are members of the university community.



## Confidentiality

The university seeks to protect the civil, personal and property rights of those actually using its computing, network, and information resources and facilities, and seeks to protect the confidentiality of university records stored on its computer systems. The university also seeks similarly to protect those computing, network, and information resources and facilities of other institutions to which university personnel have access via the university's own computing, network, and information resources and facilities. Conduct that involves use of university computing, network and information resources and facilities to violate another's rights is subject to university disciplinary action. This conduct includes, but is not limited to:

- Invading the privacy of an individual using electronic means to ascertain confidential information, even if an individual or department inadvertently allows access to such information
- Copying another user's software or data without permission of its owner, even if it is readily accessible by electronic means
- Knowingly accepting or using software or data that has been obtained by illegal means
- Abusing or harassing another user through electronic means
- Using the university's computing, network, and information resources and facilities in the commission of a crime
- Gaining access to non-public computing, network, and information resources and facilities.

## Accessibility and Use

Some university computing, network, and information resources and facilities require each user have a unique identity (e.g. CWRU network ID) to gain access. The identity is used to represent a user in various system activities, to provide access to certain software and data based on his or her credibility and purpose for requiring such access, and to associate his or her own software and data with his or her identity. As such, this computer identity is another instrument of identification, and its misuse of computer identities is subject to university disciplinary action. This conduct includes, but is not limited to:

- Allowing another individual to use the computer identity
- Using another individual's computer identity, even if the individual has neglected to safeguard it

Case Western Reserve University's computing, network, and information resources and facilities environment is networked on campus and to other locations. Data on network is considered to be private. Tapping the network for the purpose of examining the data other than that destined for the user's system is considered unacceptable conduct and is subject to disciplinary action.

The Computing Ethics and Network policy is excerpted from the CWRU General Bulletin.



# Disciplinary Action

Evaluations should be conducted at the end of the student's term. Evaluations can also be used as a guide to help strengthen the student's performance.

Employees can develop and grow from positive and specific feedback about their performance. Unproductive performance cannot be corrected without constructive comments and counseling for improvement. Furthermore, employees who demonstrate unacceptable behavior deserve communication in reference to that behavior. These policies provide the opportunity for regular and constructive communications.

Employees should be aware that the university will not tolerate certain acts and behaviors that are unproductive or detrimental to the university. These are usually basic acts of non-compliance or misconduct and are handled through disciplinary action. Examples of events requiring disciplinary action are:

## Acts of Non-Compliance

- Failure to maintain a desired level of satisfactory performance
- Misuse of work time
- **Excessive absenteeism**
- Failure to comply with university policies and rules
- Repetitive disregard of stated rules and procedures (parking, safety equipment requirements, etc.)
- Disregard of authorized work requests
- Insubordination
- Lack of cooperation

## Acts of Misconduct

- Acts of violence
- Endangering life or property
- Harassment
- Sexual harassment and sexual assault
- Violation or misuse of confidential information
- Working under the influence of illegal drugs or alcohol
- Possession or sale of illegal drugs on the CWRU campus
- Theft or fraud
- Disruptive behavior
- Misrepresentation or misuse of authority
- Possession of a weapon at the workplace
- Failure to disclose actual conflicts of interest
- Falsifying or altering vouchers and time sheets

When an act of non-compliance has occurred, the supervisor should schedule a meeting with the student in order to discuss the disciplinary problem. The supervisor should give the student a verbal warning, stating exactly how the student has not met the supervisor's expectations and what actions need to be taken to correct the problem. This conversation should be documented and signed off by both the supervisor and student. A copy should be forwarded to the Office of Student Employment for the student's file. If the disciplinary problem continues after a reasonable period of time (i.e. two weeks), the supervisor can terminate the employment contract.

An act of misconduct warrants immediate dismissal. All terminations should be documented and forwarded to the Office of Student Employment. The student should be given a copy of the termination notice.

## Termination

An employer may dismiss a student employee for several reasons, including unsatisfactory work, poor attendance or misconduct.

Upon demonstration of unsatisfactory performance or attendance, the supervisor should immediately warn the student and allow a reasonable time period (two weeks) for the student to improve performance. The supervisor should attempt to identify the probable cause of the problem and take steps toward improved communication or instruction to enable the student to achieve satisfactory performance.

Continued unsatisfactory performance or attendance may result in the imposition of a probationary period. The supervisor will provide the student with a written notice of the specific problem areas in performance and definite time period for correction of the problems. If performance does not improve during the specific time period, the supervisor may terminate the student. A written notice of the termination, indicating the last day of the work, the date of termination and the reason for termination should be given to the student. A copy should be submitted to the Office of Student Employment.

Termination is allowed for reasons of budget constraints, completion of a project or other such valid reasons unrelated to job performance. In these instances, the employer must provide the student employee with cause and a minimum of two weeks written notice in advance of termination date.

## Complaint Procedure

Students have the right to appeal matters with regard to their employment that they believe unjust, improper, unmerited, etc. Initially the student should discuss the issue(s) with the immediate supervisor. If the student is not satisfied with the result of this discussion, the Assistant Director of University Financial Aid for Student Employment should be contacted. Written statements from both parties will be required, and relevant issues will be discussed with both parties. If the Office of Student Employment is unable to bring the parties to a mutual agreement, the matter will be referred to the Office of Student Affairs.

A formal grievance can be filed if a student believes termination has occurred due to unfair administration of a stated policy. Detailed procedures can be obtained from the Office of Student Employment or the Office of Student Affairs.