



Lock Haven University of Pennsylvania Student Employment Handbook

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Lock Haven University of Pennsylvania is an equal opportunity/affirmative action institution.

A member of Pennsylvania's State System of Higher Education

HOW CAN I BENEFIT FROM WORKING ON CAMPUS?

Student employment helps smooth the education to work transition. Part-time, on-campus work will help you develop skills that you can use in your career. Having worked on campus, you will understand the discipline required of a fulltime job and be better prepared to enter full-time employment.

STUDENTS RESPONSIBILITIES

As a student employee you are a valued component of that office's organization and are expected to perform accordingly. The following are basic rules during your employment:

- You are expected to arrive on time. If you cannot report for work or need to alter your work schedule, notify your supervisor immediately.
- Dress appropriately for the location and type of work to be performed. T-shirts with offensive detailing, tank tops, halter tops, muscle shirts and short shorts are not considered appropriate.
- Friends are not permitted to visit during working hours.
- Cell phones are to be turned off during working hours.
- No personal use of computers during working hours.
- You are expected to conduct yourself in a professional manner. Be attentive, polite, and tactful at all times.

CONFIDENTIALITY

Student employees may have access to information that must be treated as confidential. This information may include, but is not limited to, student information (academic, disciplinary, financial, or counseling), or matters relating to university activities or university employees. Because of the importance of maintaining confidentiality you may be asked to sign a "Confidentiality Agreement."

ELIGIBILITY FOR STUDENT EMPLOYMENT

No student may work for and be supervised by an immediate member of his/her family.

Student Employees are not permitted to work upon completion of their degree.

ACADEMIC YEAR: Students must be enrolled for at least six credits each semester as a regular LHU student.

SUMMER: Students seeking employment for the summer must be enrolled either for a summer session or for the next fall session.

JOB OPPORTUNITIES

Career Services posts all jobs that they are made aware of on their web-site. Position advertisements are posted immediately as they are received with the most recent listed first. Each individual office is responsible for determining the student hiring decision(s). Contact person listed in the ad to apply for jobs and to obtain additional information. Information is available at: <http://www.lhup.edu/career/oncampusemployment.htm>

COMMUNITY SERVICE

MountainServe offers students individual counseling for a service placement as well as mentoring to student groups interested in performing community service. Those students who register with MountainServe will receive membership into a listserv that provides weekly updates as to what service opportunities are available and upcoming. Students may also get involved in a more sustained form of service through participation on one of the many service programs such as Americorps, International Service Scholars Program and the community-based Federal Work Study Program. Information is available through the Director of Community Service, Smith Hall, Room 133, Ext 2498. Information is also available at: <http://www.lhup.edu/mountainserve/index.html>

GRADUATE ASSISTANTSHIPS

Each year a limited number of graduate assistantships are available. Graduate students must apply or complete renewal of assistantships at the end of each academic year.

Qualifications to receive a grad assistantship are:

- Unconditionally admitted to a graduate study program (minimum GPA of 3.0 in the undergraduate degree or having completed 9 graduate credits and received a 3.0 or better).
- Enrolled full-time (9 semester hours of graduate work).
- Remain in good academic standing (GPA of 3.0 or higher).

Information on application and renewal forms, tuition waiver, stipend and hours worked, is available at: <http://gradprograms.lhup.edu/gradassistantships>

HOW MANY HOURS CAN I WORK ON CAMPUS?

During the fall and spring semesters when classes are in session, students may not work more than an average of 20 hours per week during the semester. Students must have a 15 minute unpaid break after 5 hours of work and when going from one job to another.

Student may **only hold two campus jobs** at any time.

During breaks and the summer months, students may work 7.5 hours per day but not exceed 37.5 hours per week. The number of hours you work is determined by the budget allocation for your department.

Special Note: Students employed in more than one campus location are reminded to monitor their hours to ensure that they do not exceed 20 hours per week during the semester or 37.5 hours per week during breaks and summer.

WHAT PAPERWORK HAS TO BE COMPLETED PRIOR TO EMPLOYMENT?

Students **must** complete student employment paperwork before beginning work. Students must have a Social Security number before they seek employment. You must also present your Social Security Card to the timekeeper with your original paperwork. **Students do not have to do new paperwork if they were employed the previous semester and are working for the same department.** All employment forms and instructions are available under Required Forms at:

<http://www.lhup.edu/HR/Student%20Employment/studentemploymentintro.htm>

****SPECIAL NOTE:*** Effective January 1, 2008 the Emergency and Municipal Services Tax (EMS tax) is being replaced with the Local Services Tax (LST). The LST Tax pertains to both Lock Haven University Campus and Lock Haven University Clearfield Campus. The tax will be withheld from Student paychecks at \$2.00 per pay throughout the entire year instead of a one-time deduction of \$52 that had a prior limit of \$1,200. Students can be exempt from this tax. Student employees earning less than \$12,000 in a calendar year can complete an Exemption Certificate at

<http://www.lhup.edu/HR/Student%20Employment/studentemploymentintro.htm>
Please attach a copy of last year's W-2 or your most recent pay statement. Submit the form to the Student Payroll Office at East Campus J204 as soon as possible to ensure no LST tax is deducted in 2008. The LST Tax applies to any person working in Pennsylvania. Any student, who has already paid the tax as a result of working at an off-campus job, should send a copy of their receipt to Student Payroll, East Campus, J204 or Fax to 484-3085.

DIRECT DEPOSIT

Direct deposit of students pay is required as a condition of employment. Your money will be deposited in your bank account 8 am on payday. The direct deposit form is included in the original paper work you complete on the above mentioned web-site.

ADDITIONAL PAPERWORK FOR INTERNATIONAL STUDENTS

International students must also complete a Statement of Citizenship. You can receive help completing this form in the International Studies Office, 103 Raub Hall. Students must take their Social Security Card, passport, visa, I-94 and I-20 when filling out paperwork.

HOW DO I REPORT MY HOURS WORKED?

Students record their hours of work **daily** on E-Time. This is a web-based system that a student can access from any computer. Training is available to students through the Human Resource Department. Assess to the training schedule and E-Time is available at: <http://www.lhup.edu/HR/Student%20Employment/studentemploymentintro.htm>

WHEN DO I GET PAID, WHERE DO I PICK UP MY PAY CHECK, WHERE DO I PICK UP MY PAY STUB?

Student employees will be paid every two weeks on a Friday with possible exceptions during holiday periods. You may pick up your paycheck or pay stub from your primary employing department timekeeper. A pay schedule is available, under General Information at:

<http://www.lhup.edu/HR/paydates.htm>.

WHAT IF I HAVE PROBLEMS WITH MY SUPERVISOR?

Pressure on student employees and supervisors occasionally results in employment-related conflicts. Usually you and your supervisor can resolve misunderstandings or misinterpretations of student employment policies, procedures, or work practices. In order to minimize conflicts, meet with your supervisor as soon as possible to discuss any problems.

DISABILITY SERVICES

Contact the Disability Services' Director, 104 Russell Hall, Ext 2926 to request accommodation(s) for a disability. Documentation will be required. Information is also available at: http://www.lhup.edu/ad_c/Office%20for%20Disability%20Services.htm

DISCRIMINATION COMPLAINTS

Complaints about discrimination because of race, color, religion, sex, national origin or physical or mental disability should be submitted to the Social Equity Office, 301 Sullivan Hall, 484-2322. Information is also available at:

http://www.lhup.edu/HR/policies/discrim_policy.htm

GENDER DISCRIMINATION/SEXUAL HARASSMENT POLICY

Lock Haven University's gender/sexual harassment policy and procedures seek to insure an environment that is free from gender/sexual harassment. Such conduct is costly in human terms and seriously undermines the atmosphere of trust and respect that is essential to work and study for all members of the academic community.

All employees, students, and vendors are to comply with both the spirit and intent of federal and state laws and regulations that relate to gender/sexual harassment. The policy extends to all persons visiting the campus. It should be clearly understood that the university will take action to prevent gender/sexual harassment, including, if necessary, disciplining those individuals whose behavior violates university policy. Discipline may include, but is not limited to, oral or written warning, transfer, suspension, or dismissal. Information is available at: <http://www.lhup.edu/equity/gender.htm>

ALCOHOL/DRUG FREE WORKPLACE POLICY

Lock Haven University recognizes that use of illegal drugs and abuse of alcohol by University employees and students impairs the efficiency and effectiveness of the work force and the student body. To combat these ill effects, the University has developed a substance abuse policy to foster a drug free campus and workplace and to encourage the creation and use of student and employee assistance programs.

Information is available at: http://www.lhup.edu/HR/policies/drug_prev.htm

DRIVING STATE VEHICLES/TRAVEL POLICY

Student employees who drive University vehicles must have a current valid Pennsylvania driver's license.

University vehicle will be made available only to those student employees who are driving within the scope of their employment and part of their official job duties and who meet one of the following requirements, otherwise they will be denied use of the vehicle:

- The student employee is part of a group traveling with a faculty or staff member who has processed a travel form for the vehicle; who is driving one of the vehicles within the group when more than one vehicle is requested.
- The student employee must be paid for driving the vehicle. The student, even though they are an employee, cannot volunteer their services. All student employees driving a vehicle will be paid by entering hours worked in E-time. These hours should be approved by the timekeeper as all hours are normally approved in E-time.
- Other exceptions as approved by the President or his designee.

Information is available at: <http://www.lhup.edu/facilities/vehicle.htm>

WORK-RELATED INJURY POLICY

In case of a life threatening emergency, resulting from an injury on the job, the student should report DIRECTLY to the nearest hospital emergency room.

Student employees, injured on the job, must notify their supervisor immediately.

- Supervisor will complete LHUP Accident Investigation Report available at <http://www.lhup.edu/HR/Worker'sCompensationDirectory.htm>

Students injured on the job, but not needing medical care or an injury requiring medical care must:

- Contact HR Benefits Coordinator, 484-2486

If a student seeks medical care for the first 90 days of an injury they must see a Panel Physician. Panel list is available at:

<http://www.lhup.edu/HR/Worker'sCompensationDirectory.htm>