

**Denison University
Student Employment Guide**

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The job search process

- **Tax Documents**

The Payroll Office must ensure that the mandatory tax documents have been completed prior to your employment on Denison's campus. If you did not complete the I-9 card and the W-4 form at one of the new student orientations, you will need to complete these forms in the Payroll Office prior to working any hours as a student employee.

- **Your Work Award**

A work award included on a financial aid award letter does not guarantee a student an on-campus job. This award represents your *maximum earning potential* on campus, should you choose to seek employment. Nearly every student is eligible to work on campus during the school year, but it is not required nor is a job guaranteed.

- **Finding a Job**

Available jobs are posted on-line for students to search. First year students can begin to search for positions in mid-August while the available jobs list will be made public to all students upon moving onto campus.

Students may find the entire job posting list on myDenison, which is accessed with a unique login and password. It is your responsibility to contact the person listed on each job posting and follow their stated

I got a great start to my career. Working as a student gave me valuable work experience that allowed me to skip a few rungs of the employment ladder!
–Shea Lutton 2000

Once you are hired!

- **Amount of Hours Allowed**

Students are eligible to work up to 300 hours for the academic year. To be eligible to work throughout the year, students should work no more than an average of 10 hours per week. Students are not permitted to work during scheduled class time.

- **Time Sheets**

You are responsible for:

- Entering your actual hours worked on your on-line time sheet, found on DU Self Service
 - Submitting your time sheets electronically to your supervisor on time each pay period. Do not “save up” your time sheets and turn in multiple paper time sheets at one time.
 - Insuring that you do not work during scheduled class time.

- **Payday**

Students are paid every other Friday. Your supervisor will have a schedule of paydays. You may sign up in the Student Accounts Office to have your check directly deposited to your tuition account or a separate bank account.

NOTE: Students are not paid for travel



Guidelines for Student Employees

Denison understands that students' primary commitment is to their education. Student employment is designed to enhance students' college experiences, offering new skills and extra money for spending or for contributing to the tuition bill. It is not, however, expected that students will sacrifice their academic success for



Student employees are a valuable resource to me as they are an integral part of our department's operations. They learn the necessary job skills to do their work and develop skills such as interpersonal communication, time management and personal responsibility. Frankly we could not run the department without the student staff !

*~Bev Herring,
Library Circulation Manager*

their campus job.

Student employees are an important part of the operation of the Denison campus and are often placed in roles where they may represent the University. To that end, we have created the following list of offenses that could result in disciplinary action:

- Excessive tardiness and/or absences
- Absence without notification
- Sloppy or unclean appearance
- Inappropriate conduct to representatives of Denison University
- Discourtesy or failure to work well with fellow employees
- Failure to serve the public with courtesy
- Sleeping on duty
- Excessive personal phone calls either from

◆ **Standard Disciplinary Action**

- First occurrence: *verbal warning*
- Second occurrence: *written warning*
- Third occurrence: *termination*

◆ **Grounds for Immediate Termination**

- Breach of confidentiality
- Theft or gross negligence resulting in serious injury to property, persons or public relations
- Physical violence or obscene language
- Being under the influence of drugs or alcohol while on duty
- Falsification of time sheets
- Withdrawal from all classes

Supervisors may add or delete from this list and clarify what they perceive as excessive tardiness or absences, sloppy appearance, discourtesy, etc. during job orientation.

◆ **Personal Appearance**

In general, students are expected to look neat and presentable at all times. Since student employees are representatives of the University and may be in a place where they can be seen by prospective students, parents, alumni or donors, clothing should be clean, free of tears and not display any offensive graphics or slogans. Pajamas are not considered acceptable work attire. Supervisors may clarify the expecta-



◆ **Student Rights and Responsibilities**

As a student employee, you have a right to:

- Be treated fairly and equitably by the University
- Know what is expected of you concerning your work schedule, actual duties, and any other requirements made by your Supervisor
- An explanation if you are terminated
- Use your campus jobs as references for future employers

As a student employee, you have the responsibility to:

- Maintain high standards of behavior on the job that reflects well on both you and Denison.
- Perform assigned duties promptly and qualitatively.
- Complete and submit your time sheet, reporting actual hours worked.
- Abide by the rules and regulations of the University and the office or department in which you work.
- Adhere to the designated work schedule. Absences should be reported and cleared with your supervisor.
- Adhere to the proper dress code required by the department.
- Maintain good academic standing as a requirement for working on-campus.
- Act in a professional manner concerning all aspects of your work, including any confidential information that is learned during the course of your employment. Such areas would include, but are not limited to, student records and financial information. A breach of such confidentiality or any act of dishonesty is just cause for immediate dismissal from your position and depending upon the nature of the offense, you may be permanently dismissed from

◆ **University Telephone/Cell Phone Use**

Denison University office phones are not intended for personal use except in the case of emergency. Unless required as part of a student's employment, cell phones are not to be used, including for text messaging. If a cell phone is turned on, it should be silenced. Supervisors may modify or clarify the expectations of each individual department.

◆ **Affirmative Action/Equal Opportunity Employment/Harassment/Substance Abuse**

Denison University does not engage in discrimination in its educational, student life, and employment policies against students, employees, or prospective employees, on the basis of race, color, religion, ethnic or national origin, age, disability, sex, sexual orientation, or veteran status.

The University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967 as amended, the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, the Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989, the Family and Medical Leave Act of 1993, and all other applicable federal, state, and local statutes, ordinances, and regulations.



(continued on next page)

It is a violation of University policy for any University employee or student to subject any person to harassment on University property or at a University-sponsored event. It is also a violation of University policy for any University student or employee to retaliate, harass or discriminate against persons who have made an informal or formal complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under the "Denison University Antiharassment and Free Speech Policy." This policy is not violated by



Being a tour guide for prospective students offers both a challenge and an opportunity to introduce Denison to people with diverse interests ~ and a chance for a new perspective about our campus

Student Employment Agreement *(Student Copy)*

As a student hired to work at Denison University, I understand:

- That I am agreeing to comply with the guidelines and policies outlined in this student handbook.
- That I will be serving as a representative of Denison University and that my job performance should be in line with the mission of the college.
- That I will be paid according to Denison's policy, which is in compliance with the Fair Labor Standards Act.
- That I may be terminated if I do not perform the duties for which I was hired, or if I do not comply with the policies set forth by my supervisor.
- That I am permitted and encouraged to include my employment at Denison University on a resume as work experience.

Student Employee's signature

Contact Information:

For time sheet and payroll questions, please contact:

Ginny Hobbs
Payroll Administration, ext. 6597
or email: hobbs@denison.edu

Erin Lennon
Payroll Clerk, ext. 6725
or email: lennone@denison.edu

For all other employment questions, please contact:

Bill Sperry
Student Employment Coordinator, ext. 6279
or email: sperryw@denison.edu

Karen Coriell
Financial Aid Office Coordinator, ext 6279
or email: coriellk@denison.edu

