



Texas Wesleyan
UNIVERSITY

STUDENT EMPLOYMENT HANDBOOK

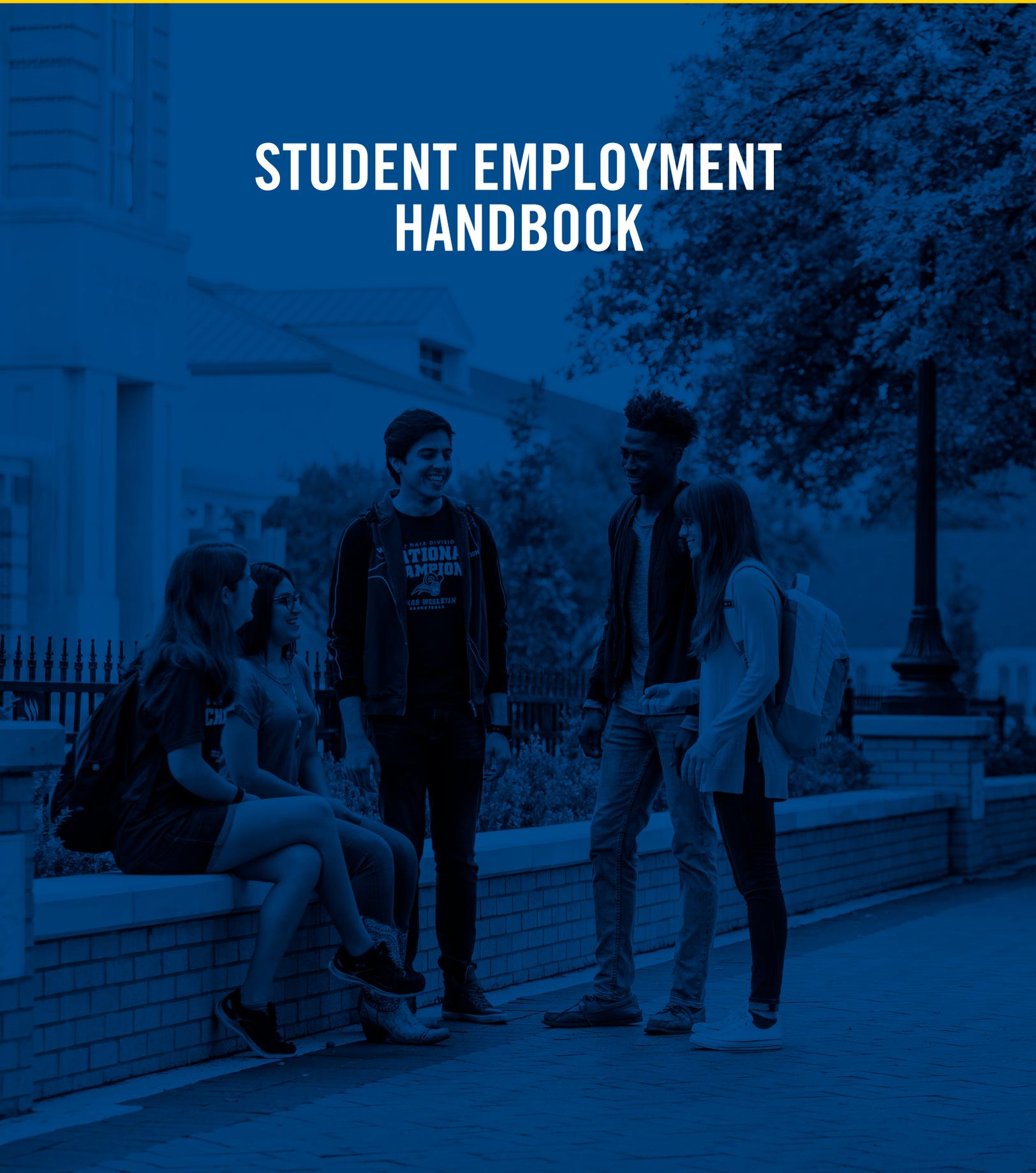




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Introduction

We are delighted that you have chosen to work as part of the Texas Wesleyan University team. We are pleased to present the following guidelines for maximizing your experience as a student employee. Employment of our students has always been very important to the university's colleges and departments and is a partnership that benefits both you and the department.

Student employment at Texas Wesleyan University has three primary purposes:

1. To provide meaningful financial or course credit assistance so students may further their education;
2. To provide work opportunities and real workplace experience that enhance the educational program through the development of professional skills, responsibilities, habits, attitudes, self-confidence and self-development that will contribute to future success; and,
3. To increase interaction with all staff in your department and the customers we serve in order that you may more readily adjust to university life.

The advantages of student employment in a university setting are evidenced by the many students who have continued their careers with Texas Wesleyan University following graduation.

We wish you a very positive experience as a student employee at Texas Wesleyan University!

For more information or if you have questions, please contact the following:

Financial Aid/Work Study:

Travis Richard
817-531-4420
richard@txwes.edu

Human Resources/Student Assistant:

Lindsay Trammell
817-531-4403
trammell@txwes.edu



Types of Student Employment

Federal Work Study

Federal Work Study is a type of federally funded financial aid. In order to receive FWS, a student must apply for financial aid and have financial need. FWS is awarded to students in their financial aid package based on financial need. There are also some off-campus FWS positions in non-profit agencies.

Student Assistant

If you do not apply for financial aid, apply for financial aid late or do not have financial need, you will only qualify for Student Assistant employment. Student Assistant is funded 100 percent by the University.

Hiring Paperwork

Background Investigations

The University may conduct background investigations, including credit, job references or criminal conviction history for certain job categories of any potential employee for the purpose of determining the suitability of the potential employee to satisfactorily perform the essential functions of the position. If conducted by a third party, background, criminal history or credit checks shall be in full compliance with any applicable regulations contained in the Fair Credit Reporting Act (FCRA). Student employees must be in good standing to be employed. Conduct records and academic integrity statuses are subject to review by hiring manager and Human Resources.

Employment Eligibility

The University must verify the identity and employment eligibility of anyone to be hired, which includes completing and retaining the Employment Eligibility Verification Form (I-9). New employees must provide the information necessary to complete the I-9 on their first day, but no later than their third day of employment. Failure to provide required information by the third day shall automatically result in the withdrawal of the offer of employment.

Work Schedule

Hiring supervisors are not permitted to schedule student employees more than 20 hours per week when classes are in session. Hiring supervisors are responsible for avoiding situations where students are assigned overtime hours. Students cannot be scheduled during their class time. This will allow the student to negotiate their schedule with their hiring supervisors according to their availability.



Payroll Information

Wage

The wage for all Texas Wesleyan student employees is \$10.10 an hour.

Pay Schedule

Student employees are paid on a bi-weekly basis (every other Friday). The payroll periods run Sunday through Saturday, with the payday being the second Friday following the end of the payroll period. The scheduled payday may be moved to an earlier day if the scheduled payday falls on a day in which the University is closed.

Direct Deposit

All employees are strongly encouraged to sign up for direct deposit. Refer to the paper in your onboarding packet and forms will be available in the Payroll Office and online.

Timesheet Reporting

1. Login to Ramlink to see if you can access your electronic timesheet (if you are not able to please proceed to #2).
 - Ramlink is located on www.txwes.edu homepage
 - Username: Ramlink User ID
 - Password: The first time that you log in to Ramlink, your initial password will be “Tx” and the last 6-digits of your social security number (example: Tx123456). NOTE: If you do not have a social security number, you will use “Tx” and the last 6 digits of your college ID number. Please note the password is case-sensitive
 - Once logged in select the tab Employees
 - Under Time Entry and Approval, click on “Time Entry”
 - To enter time into your timesheet, click in the box under “Choose Only One”
 - Click SUBMIT
 - When entering Time in/Time out, you must enter “a” for a.m. and “p” for p.m.
 - Please use exact start times in the Time In/Time Out boxes
 - Once you have entered your time, click on SUBMIT
 - For more information on how to report time entry on Ramlink, go to [Time Entry Training for Students](#) which will give you a step by step process
2. Reminders for Timesheet Due Dates are found on the University Calendar, also an email from Financial Services will be sent out notifying when the timesheets are due.
3. If you do not have access to your electronic timesheet for the first pay period, then you will need to complete a hard copy timesheet, which can be printed from on the payroll website <https://txwes.edu/business-services/payroll-information/>. Please fill out all sections completely sign, obtain your supervisor’s signature and forward to payroll.



Terms of Student Employment

Absences

A student employee must notify his or her supervisor in advance if he/she is not going to work their regularly scheduled work hours. In case of illness, the supervisor should be notified as soon as reasonably possible, before the start of the scheduled shift. Supervisors recognize that academics should be a top priority for the students; and the time required to study will be taken into consideration when the student employees are expected to be on time and present during scheduled work hours. Excessive absences, tardiness, leaving work early, long breaks or absence without duly notifying the appropriate supervisor may result in disciplinary action and not receiving an assignment in following semesters. (See also Termination Policy).

Breaks

The break schedule should be approved in advance by the employee's supervisor, in recognition of the department's needs and schedules. Break periods are not guaranteed. Employees may take their breaks after notifying a colleague in their department to ensure coverage of workstations. Employees should make every effort to take their breaks in a timely manner. If you are unable to accommodate uninterrupted break periods, you must notify your supervisor immediately.

Holidays

The University observes and is closed on the days listed below. Student employees do not work and are not paid for breaks and holidays, unless prior arranged with your supervisors. The University's holidays are as follows:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Spring Break
4. Easter Break Day
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Fall Break
10. Thanksgiving Day
11. Christmas Day



Code of Conduct

Language and Behavior

Student employees are expected to meet general standards of conduct. Including, but not limited to, student employees shall not engage in any of the following conduct:

- i. Indecent or discourteous behavior
- ii. Violent acts or threats of violence
- iii. Dishonesty or disrespectful behavior toward employees, students or guests
- iv. Failure to observe all safety and other rules necessary for the safe operation of the University
- v. Falsification of records, including attendance records
- vi. Unauthorized disclosure of confidential information
- vii. Excessive tardiness or absence, or any absence for three (3) consecutive days without proper notification of a supervisor, as defined elsewhere in this handbook
- viii. Smoking in unauthorized areas
- ix. Soliciting or circulating information on University property without permission. Concerted union organizing activities are allowed during off hours on exterior grounds
- x. Reporting for work under the influence of alcohol or drugs, or possessing illegal drugs or alcohol on University property or at University events
- xi. Abusing University equipment or materials, or misappropriating University funds or other assets
- xii. Using one's position of employment to gain unauthorized access to secure locations
- xiii. Personal use of University property or assets, or removal of University property or assets from University property without authorization
- xiv. Conducting business for personal gain on University property or time, or engaging in a conflict of interest activity
- xv. Possessing unauthorized firearms, explosive materials or other lethal or hazardous materials on campus
- xvi. Conducting oneself in a disorderly, deliberate or reckless manner that causes either actual or potential loss, damage or physical injury to the University, its employees or students
- xvii. Fighting or provoking a fight, or attempting to do bodily harm to another individual while on University property or while on University business
- xviii. Behaving in an insubordinate or disrespectful manner to a supervisor or person in authority
- xix. Interfering with the work duties of another employee
- xx. Stealing or behaving dishonestly
- xxi. Conducting oneself in a sexually harassing or other threatening or harassing manner
- xxii. Failing to cooperate in any authorized University investigation
- xxiii. Inappropriate use of e-mail or the Internet as described by policy
- xxiv. Any act or conduct that is discriminatory in nature toward another person's race, creed, color, national origin, gender, age, religion or disability
- xxv. Sleeping during working hours



Dress Code

Each department will determine the student employee dress code based on the student's duties. Some areas may require the student to dress more formally than others; e.g. a student working in a receptionist position would dress differently than a grounds keeping worker. In all positions, flip-flops are prohibited. In all positions, a student is expected to dress neatly and in good taste. A student should remember that he or she is a representative of the University and will often cross paths with the public in the course of his or her duties. Some of these individuals may be potential future employers. A student should always strive to project the best image possible for himself and his school.

Confidentiality

All Texas Wesleyan student employees are knowledgeable about accepted and current professional practice and are responsive to those obligations and limitations imposed on the operation of their program areas by relevant civil and criminal laws, institutional policies, and any contractual commitments. Student employees must ensure that all records including academic and conversations in the work environment should be confidential.

Clery Act

Harassment and discrimination, including sexual harassment and discrimination, are illegal under federal and state statutes, including but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Texas Commission on Human Rights Act, and is prohibited at Texas Wesleyan University (the "University"). The Annual Security Report can be found online at www.txwes.edu/security.

Unified Harassment and Discrimination Policy

The University is committed to providing an environment of academic study and employment free from harassment or discrimination to all segments of its community, that is, its faculty, staff, students (current or former), guests and vendors. It is the responsibility of members of the University community to conduct themselves so that their words or actions cannot be reasonably perceived as harassing, discriminatory, sexually coercive, abusive or exploitive, or as interfering with any other individual's ability to study or work productively at the University.

Furthermore, the University strictly forbids retaliation by any member of the University community against anyone who brings a charge of discrimination, sexual harassment or any other form of harassment. Once the University has knowledge of conduct or behavior that could be reasonably construed as harassment or discrimination, action under this policy must be initiated and followed to its conclusion.



Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

1. Submission to, or rejection of, such conduct is used as the basis for employment or academic decisions or is made a term or condition of employment or academic success; or
2. Such conduct has the purpose or effect of unreasonably interfering with one's work or academic performance by creating an intimidating, hostile or offensive work or academic environment.

Other Forms of Harassment

1. Any verbal, physical or visual act or conduct which denigrates, threatens or shows hostility toward any individual or group because of a protected status, and which has the purpose or effect of unreasonably interfering with one's work or academic performance by creating an intimidating, hostile or offensive work or academic environment.
2. Any threat or act of violence.
3. Such harassment may be based on, but is not limited to, race, color, national origin, ethnicity, gender, age, religion, disability, sexual orientation or other legally-protected status.

Definition of Discrimination

Any act or conduct that is prejudicial toward another person's race, color, national origin, ethnicity, gender, age, religion, disability, sexual orientation or other legally-protected status. Refer to page 89 of the Undergraduate Catalog for more information on "Unified Harassment and Discrimination Policy."

Lodging of Complaint against an Employee

Persons who have complaints alleging harassment or discrimination against an employee are encouraged to raise them either orally or in writing to the Associate Vice President for Human Resources, a supervisor, the department head, Dean, Divisional Vice President or the Provost.



Alcohol, Drug and Smoking Policy

The following information is provided to better inform University students and others, and conforms to the requirements of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The Annual Security Report can be found online at www.txwes.edu/security.

The University prohibits the possession, use or distribution of alcohol on campus with the exception of the President’s suite, Trustee Conference Room, East Room of the West Library, and other campus locations as authorized by the University President.

The use of alcohol will not, under any circumstance, be accepted as an excuse for irresponsible behavior such as the making of excessive noise, vandalism, violence, etc.

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all Texas Wesleyan University properties.

The use, possession, presence, sale, and/or distribution of illegal drugs (those specified as illegal by federal, state and local laws) and/or drug paraphernalia on and off campus will lead to disciplinary action and/or criminal action.

Safety

Texas Wesleyan University is committed to providing a safe and healthful environment for student workers. It is the University’s policy that all student employees work in a safe manner. Any unsafe work, practice or condition on any University property shall be reported promptly to the hiring supervisor, Campus Security or Human Resources. The numbers of Campus Security and Human Resources are found under the On Campus Phone Directories section.

Termination Policy

Supervisors should, in most cases, provide verbal counseling and a written warning before releasing a student from employment. Serious violations, however, may result in immediate termination. Student employees may be terminated for theft, falsification of timesheets, and violation of policy, general misconduct on the job or unsatisfactory job performance.



On Campus Phone Directories

1. Campus Facilities	817-531-4454
2. Campus Security	817-531-4911
3. Career Services	817-531-6512
4. Communications Office	817-531-5812
5. Financial Aid	817-531-4420
6. Human Resources	817-531-4403
7. Information Technology	817-531-4428
8. Mailroom & Copy Services	817-531-4409
9. Media Services	817-531-4428
10. Student Life	817-531-4872
11. West Library	817-531-4800

*If already on-campus only dial extension (last 4 digits)

Emergency Contacts

1. Campus Security	817-531-4911
2. Baylor/All-Saints Hospital	817-926-2544
3. John Peter Smith Hospital	817-702-3431
4. Poison Control	1-800-222-1222
5. Texas Health Harris Methodist Hospital	817-250-2000
6. University Health Center	817-531-4948

Note: The Fort Worth Police Department will contact campus security immediately if they receive a call about a security issue on campus. Your first call is always to 911.

For more information on campus safety and emergency procedure go to www.txwes.edu/security/emergency or ask your hiring supervisor to show you where the Emergency Flip Chart is located in your department.

Title IX Coordinator

1. Angela Dampeer - Human Resources	817-531-4403
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Campus Conduct Hotline

1-866-943-5787



By signing below I, _____, acknowledge receipt of the Student Employee Handbook which contains important information about working as an employee at Texas Wesleyan University. Additionally, I understand and acknowledge that the comprehensive Texas Wesleyan University Employee Handbook is located on the website.

I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resource Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

Signature: _____

Printed Name: _____

Date: _____

Human Resources: _____