

## **APPENDIX 4 - STUDENT EMPLOYMENT HANDBOOK**

*(Revised by the Director of Human Resources, 07/15/15; Revised 01/2019, Revised 8/2021, Revised 11/01/2022)*

### **Introduction**

This handbook contains information regarding Student Employment at the University of the Incarnate Word. Student employees are responsible for adhering to the policies set forth in this handbook. Student Employment is employment at-will. Information within this handbook is subject to change without notice.

### **Mission**

*(Endorsed by the Board, 12/5/14; approved by the Congregation, 2/5/15)*

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the Catholic Intellectual Tradition, and Catholic Social Teaching, the University of the Incarnate Word aims to educate men and women who will become concerned and enlightened citizens within the global community.

The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a liberal education the university cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and social justice.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

### **Contact Information**

#### Human Resources

Fifth Floor, Founders Hall  
210-829-6019

#### Campus Police

Clement Hall  
210-829-6030

#### Title IX

Fifth Floor, Founders Hall  
210-283-6977

#### Residence Life

Third Floor, Student Engagement Center  
210-829-6034

#### Payroll

Fifth Floor, Founders Hall  
210-829-5860

#### Health Services

Ground Level, Agnese Sosa Parking Garage  
210-829-6017

#### Financial Aid

Chapel Building, Ground Floor  
210-829-6008

## **Equal Employment Opportunity**

UIW is committed to a policy of equal opportunity in employment, without regard to race, color, national origin, disability, genetic information, veteran status, sex, gender, age, pregnancy, or religion (except in limited circumstances when religious preference is both permitted by law and deemed appropriate as a matter of University policy).

## **Employment of Relatives**

Students and Work Study employees cannot work in the same department with a blood relative. See Section 7.5 - Employment of Relatives in the Employee Handbook for additional information.

## **Reasonable Accommodation**

Reasonable accommodation is any change that is made to the work environment or the performance of the job, so someone with a temporary or permanent disability or impairment can perform the essential functions of the job. It is the student's responsibility to inform the supervisor of any needed accommodation. If reasonable accommodation is being requested, the employee must fill out a Reasonable Accommodation form in the HR Office.

## **Student Eligibility**

Students are eligible for a student employment position when they are enrolled as a student at the University of the Incarnate Word. Student employees must be authorized to work in the United States. Proof of eligibility to work must be provided to the Office of Human Resources within 72 hours of hire.

### **Full-time student enrollment is as follows:**

**Undergraduate Student** – 12 or more credit hours during the fall/spring semester

**Graduate Student** – 6 or more credit hours during the fall/spring semester

### **Part-time student enrollment is as follows:**

**Undergraduate Student** - Less than 12 credit hours during fall/spring semester

**Graduate Student** - Less than 6 credit hours during fall/spring semester

To work during the summer, students must be enrolled in the summer or registered for the fall semester. All student employment positions end upon graduation.

## **Finding and Applying for a Job**

Open student positions may be found at <http://jobs.uiw.edu/hr>. Apply by completing an online application at <http://jobs.uiw.edu/hr> or apply for Work-Study job openings through Student Financial Assistance Office. If you would like to be considered for more than one position, you will need to apply for each position accordingly.

The hiring supervisor will review applications, conduct interviews, and select the best candidate for the job. The selected candidate will need to complete required paperwork at Human Resources before starting to work.

## **Job Qualifications**

Student employees must be able to perform the essential functions of the position with or without reasonable accommodation.

## **Number of Hours Students Can Work**

*(Approved by Executive Council, 7/15/15)*

### **1. Undergraduate Student Employees**

Students employed as a student assistant and work study, inclusive of US Citizens, Permanent Residents of the US, and International Students (F-1 and J-1) may work up to 20 hours per week from August 16 through May 15. Student employees may work up to 40 hours per week during the summer break, from May 16 – Aug 15.

Employment is limited to one department at a time.

Student employees are paid on an hourly basis and hours worked must be entered into the Banner Web-Time Entry System.

SGA and CAB student officers may work an additional five (5) hours per week in their student leadership role. This may be combined with one other student position for a maximum of 25 worked hours per week.

### **2. Graduate Student Employees**

Graduate student employees (referred to as Graduate Assistant or GA) may be classified as part-time or regular graduate student employees and are limited to working in one department at a time.

- Part-time Graduate Assistants may work up to 25 hours per week.
- Regular Graduate Assistants may work up to 40 hours per week and is limited to one department at a time. All regular graduate student employees receive 18 credit hours of tuition benefits per year, a stipend, and the University will subsidize the cost of the employee health insurance to ensure affordability. Regular GA's must enroll as a full time student in the fall semester. Employment in this category is limited to two years.

All GA's may work up to 40 hours per week during the summer break, from May 16 – Aug 15.

All GA's may be compensated in the form of hourly pay or stipend, housing assistance, and/or tuition benefits.

### **3. Payment Method for Wages**

- Stipend: If the GA is performing professional duties in the field of their studies, i.e., research assistant, athletic trainer, teaching assistant, etc., they may be paid via stipend.
- Hourly: If the GA is working in a non-exempt position, i.e., clerk, laborer, etc., they must be paid on an hourly basis.

## **International Students**

International students with an F1 or J1 Visa, you may apply for student employment. International students in F-1 visa status are generally permitted to work part-time on the premises of the school that issued their currently valid I-20, while they are attending that school and maintaining their F-1 status. Employment is “incident to status” and does not require authorization. International students in J-1 status must be in good standing to be eligible for on-campus employment and need to be authorized in advance and in writing by the Director or Assistant Director of the International Student and Scholar Services.

In order to work at the University, you must first apply for a Social Security Number. It will be necessary to visit the Social Security office with a letter from the Director of International Student and Scholar Services, and apply for a Social Security card. You will immediately receive a letter from Social Security stating that you have applied for a Social Security Number. As soon the Social Security card is received in the mail, please return to Human Resources with your Social Security card.

### **Mandatory Paperwork**

The following paperwork is required (unless otherwise noted) to be completed **BEFORE** student employees may start work. The paperwork includes the Form I-9, W-4, Background Check and Direct Deposit (if desired). Please read the following information regarding what documents are needed to complete these forms.

#### **A. Form I-9:**

Federal law requires that every employer in the United States check the legal status of all employees, including student employees. Students are required to complete the Form I-9 and provide the documentation that is described on the back of the Form I-9 within 3 days of being hired.

There are three categories of documents that are accepted for the Form I-9. From List A, the most common form of identification is a **valid** unexpired United States Passport. If you choose not to use a form of identification from List A, you must have two forms of identification, one from List B and one from List C. The most common form of identification from List B is a **valid** Driver’s License or a Military ID card. The most common form of identification from List C is a Social Security card or an original or certified birth certificate.

Copies of these forms of identification cannot be accepted. **ORIGINAL** documents must be presented to Human Resources.

**No student will be allowed to start work, regardless of the department’s need, until they have completed the Form I-9 and presented all of their documentation in person.**

#### **B. W-4 Form:**

Each student is required by the Internal Revenue Service (IRS) to complete a W-4 form indicating the number of withholding allowances he or she wishes to claim. This form does not need to be updated each year. It should only be updated if the student wishes to change the amount of allowances they want withheld or if they have a change of address. The W-4 form will be kept in the Payroll Office.

#### A Few Tips for Filling out the W-4:

- use your permanent address (not your campus address)
- make sure to write in your social security number in box number 2
- make sure to check off your marital status in box number 3
- make sure to write in the number of allowances in box number 5:

With “0” allowances claimed, your take-home pay may be slightly lower, but you will either owe less money at the end of the tax year, or you will receive more money back on your tax return, as more money was withheld through the year.

With “1” allowance, you can earn more on each paycheck, but you may owe more money or receive a smaller tax refund at the end of the tax year.

Any pay that you receive as a student employee is considered taxable income, so you will receive a W-2 Form around February each year. You will need this form to complete your taxes. Please note that your W-2 Form will be mailed to the address you have provided on the W-4.

#### **C. Background Checks**

Depending on the type of employment, a background check may be required before starting to work. A successful background check will be needed if the duties and purpose of the position is to directly serve students or children. By way of example, typical positions that require a successful background check include RA’s, tutors, mentors, and kids’ camp counselors. The background check will be completed in the Human Resource Office and your supervisor will be notified when the background check is clear.

#### **D. Direct Deposit**

Students are encouraged to enroll in Direct Deposit. A voided check or a Direct Deposit Authorization may be provided to Human Resources or directly to Payroll. A deposit slip is not sufficient. The Direct Deposit authorization forms are located in Human Resources.

#### **Harassment**

*(Approved by the Executive Council and Board of Trustees, 3/16/16)*

For the complete policy applicable to student employment, please see Chapter 9 of the Employee Handbook located on the Human Resources webpage at [www.uiw.edu/hr](http://www.uiw.edu/hr). Summarily, please be aware as follows:

- **Harassment-Free Work and Learning Environment**

The University promotes a harassment free work environment. Employment policies including, but not limited to the Harassment Free Work and Learning Policy contained in Chapter 9 of the Employee Handbook protecting employees from unlawful harassment is applicable to all student employees.

- **Policy Against Sexual Harassment**

Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act and should not be tolerated by either students or staff. Sexual harassment in the workplace is defined in the following way:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission is made either explicitly or implicitly a condition of an individual's employment, or educational experience;
2. Submission to or rejection of the overture is used as the basis for employment decisions or academic decisions that affect the individual; or
3. The conduct has the purpose or effect of interfering unreasonably with an individual's work performance, academic performance, participation in extracurricular activities or creating an intimidating, hostile, or offensive working environment.

The supervisor should deal with observed or reported incidences of sexual harassment immediately. If you are unsure of what constitutes sexual harassment or if you cannot discuss the matter with your supervisor, call the Office of Human Resources at 829-6019.

Additional information can be found at

<http://www.uiw.edu/campuslife/documents/uiwstudenthandbook2014.pdf>

## **Getting Paid**

*(Revised 11/01/2022)*

The minimum starting hourly wage for student employees is \$10.00 per hour. A Payroll Authorization form is submitted by the supervisor each semester. No student employee may begin working until he/she is set up in Banner Web-Time Entry. All student employees must clock in and out in the Web-Time Entry system. Instructions on the use of Web-Time Entry are found at <http://sites.uiw.edu/payroll/web-time-entry-videos/>. It is the student's responsibility to accurately clock in and out.

## **Sick Time, Vacations and Holidays**

Student employees are not eligible for any University benefits. They do not accrue sick or vacation time.

## **Conduct**

It is vital that student employees take their jobs seriously. Student employees are expected to:

- **Arrive on Time**: It is vital that you arrive to work on time. Excessive tardiness and/or unexcused absences may result in disciplinary actions. Your supervisor is counting on you to show up for your scheduled shift on time. If you are going to be late for any reason, make sure to call your supervisor to let them know.
- **Appropriate Dress**: Although the University does not have a dress code, please keep in mind that while you are at work, you are representing the University. Please do not wear cut-offs, tank tops, clothing that has profanity on it, etc. Depending on where you work, you may need to wear safety conscious clothing (facilities, grounds).
- **Plan on Working Your Entire Shift**: Do not intend on doing any homework or studying during your shift. Your employer will have plenty of work for you to do. If for any reason you have some down time, it is up to your supervisor as to whether you may use that time to do some studying.
- **Time Off**: If for any reason you need a day off, make sure that you have the time off approved by your supervisor first. Supervisors are aware that you are a student first. If you

- need time off for something that is school related, be honest and let them know what is going on.
- Issues: If you are having any problems with your job, speak to your supervisor. If you are unable to speak to your supervisor, you may speak to someone in Human Resources.
  - Phone and Email Etiquette: Please keep in mind the way in which you answer the phone while you are working.
    - o Answering the Telephone: Please be very courteous to anyone you speak to on the phone with. Remember that other people around you can hear you on the phone, so even if you know the person who is calling you, remember to remain professional.
    - o Email: If you compose emails for the department you work in, please remember to be professional in your writing. Check for spelling and proper grammar usage.
    - o Internet Usage: You are not being paid to surf the internet. You are not permitted to be on Facebook, MySpace, Twitter or any other social site while you are at work.

## **Terminations**

Termination of a student employee shall be approved by a supervisor or manager after consultation and approval of Human Resources. Below are some examples as to what constitutes grounds for termination. Please note that these are just some examples and are not exhaustive.

### **Grounds for termination**

1. Excessive tardiness
2. Excessive absences
3. Breach of confidentiality
4. Gross negligence
5. Physical violence or obscene language when dealing with the public or other staff members
6. Being under the influence of drugs or alcohol while on duty
7. Incidence of fraud
8. Violations of the Email/Internet Policy/Responsible Use of University Computing Resources
9. Violation of the Harassment Policy
10. Poor work performance

## **Injuries on the Job – Worker’s Compensation**

In the event of an occupational injury or occupational illness (as defined by Texas Workers’ Compensation Laws) all UIW/SACHS employees, including student employees, are covered by Workers’ Compensation Insurance. If an employee is injured on the job or the employee feels that they have an illness caused by their work, STOP WORKING and report the condition to your direct supervisor immediately.

Failure to report such an injury or illness promptly may disqualify the employee from receiving benefits. Every injury regardless of its severity must be reported by the employee to his/her supervisor. Complete an “Employee Report of Injury/Incident” form found on the Human Resources website at <http://www.uiw.edu/hr/forms.html> and submit it to your direct supervisor and the Human Resources Department.

If an employee receives medical treatment, the employee must provide a Work Status Report provided by the doctor to Human Resources before returning to work.

### **Confidentiality Agreement**

A confidentiality agreement must be signed prior to starting work. This is to ensure that anything seen or heard while working at the University will not be repeated to anyone who is not authorized access to that information. The confidentiality agreement located at the end of this handbook must be signed and returned to the hiring manager.

### **Computer Policy**

Student employees are subject to the policy on “Acceptable Use of Information Resources” found at <http://www.uiw.edu/ird/policies-procedures/index.html>.

### **Acknowledgement of Receipt of this Handbook**

The Acknowledge located at the end of this handbook must be signed and returned to your hiring manager upon receipt of this book.

**UNIVERSITY OF THE INCARNATE WORD**

**Student Statement of Confidentiality**

I, \_\_\_\_\_, understand that I may have access to student and/or personnel records and other types of information that may contain personal and confidential information. I acknowledge that access to this information is necessary for me to do my job for the University. Likewise, I understand that it is against University policy for me to disclose this information to anyone who does not have a specific need relating to the performance of my duties and the University’s business to know the information. Therefore, I agree that I will not disclose any information from these records or other sources to anyone except to authorized University personnel who have a specific need to know the information.

If I have any questions regarding whether I should release information learned in connection with my position or found in student and/or personnel records, I should consult my direct supervisor for permission to release the information **before** releasing such information.

I understand that if I violate this Statement of Confidentiality, I may be subject to immediate dismissal from my position and may violate certain applicable federal and state laws for which I may have personal responsibility/liability.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

### **Student Acknowledgement of Student Employment Handbook**

I acknowledge receipt of the University of the Incarnate Word, Student Employment Handbook. The handbook can be found online at

<http://www.uiw.edu/hr/documents/StudentEmploymentHandbookwithwebtimeentry.pdf> I understand that I must adhere to the guidelines. I further understand that these guidelines are a general guide and that the provisions of these guidelines do not constitute an employment agreement or a guarantee to continued employment. I will read these guidelines carefully and I understand it is my responsibility to ask questions about any of these guidelines that are unclear to me.

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Employee's Signature

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Date

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Supervisor's Signature

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Date