

# STUDENT EMPLOYEE HANDBOOK

## Section 1: Employment Eligibility

### 1.1 Equal Opportunity Employment

Equal Opportunity Employment has been and will continue to be a fundamental principle at Alverno College, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, disability, sexual orientation, or any other protected class. The policy of Equal Employment Opportunity and anti-discrimination applies to all aspects of the relationship between the College and its employees and students, including, but not limited to, recruitment of employees and students, admissions, employment, promotion, transfer, training, working conditions, wage and salary administration, employee benefits, application of policies or other employment or academic action.

### 1.2 Eligibility for Student Employment

Student eligibility for both on-campus employment and Federal Work Study (FWS) is determined by Financial Aid after SEA forms and either the FAFSA or the Student Engagement Scholarship form are submitted.

Eligibility criteria for employment are:

1. Students must be enrolled at least half-time (6 credits for undergraduate students and 3 credits for graduate students) during the fall and spring semesters. Summer employment requires half-time enrollment for the following fall semester and winter employment requires half-time enrollment for the following spring semester. New freshmen, transfer, and graduate students may not work during the summer or winter prior to their first semester.
2. Students must be actively enrolled in courses. Enrollment is monitored several times during the semester. Students who drop below half-time status are not eligible to work on campus and employment must be separated immediately.
3. In most cases, students must be eligible to work in the United States with appropriate documents. Please contact the international student advisor with questions about hiring an international (F-1 or J-1 visa) student and contact the Dean of Students office with any questions about employment for DACA and undocumented students. Students who are not authorized to work in the United States may qualify for the Student Engagement Scholarship.
4. Students must maintain adequate progress toward a degree as defined by the Alverno College Satisfactory Academic Progress (SAP) policy. SAP is defined as completing 2/3 of attempted credits each semester. Students who fail SAP requirements are not eligible to work on campus. Detailed information is available from the Financial Aid Office.
5. Students must not replace or fill a permanent staff position while employed as a student employee. Temporary staff positions are available for enrolled students in exceptional circumstances. Students working temporary staff positions are considered staff, not student employees.
6. Students are required to complete a FAFSA or the Student Engagement Scholarship form to be eligible for on-campus employment. Financial Aid and Human Resources require confirmation that a student will not be completing a FAFSA before approving that student to work.

7. Certain departments may require additional criteria such as background checks, driver record verification, etc.

### 1.3 Additional Guidelines for Student Employment

Students are allowed to have multiple jobs on campus; however it is the student's responsibility to ensure that they do not exceed the maximum number of hours allowed during the semester. Students may jeopardize their student worker status by exceeding these weekly limits. #Student employees are limited to working 20 hours per week during the spring and fall Weekday College semesters. If funding allows, student employees may work up to 40 hours during times Weekday College is not in session (spring, summer, and winter break.)

Students may not work after their graduation date unless they are registered for another program at Alverno for the semester immediately following their graduation date.

### 1.4 International Students

International students are not eligible to work off campus, so on campus employment is a valuable and critical asset for them. All international students must have prior authorization from an international student advisor before beginning employment. Questions regarding an international student's visa status or work eligibility should be directed to their international student advisor. International students are required to be enrolled in full time credit hours in fall and spring, unless otherwise approved for a reduced credit load.

#### 1.4.1 Hours Restrictions

International students with F-1 (student) and J-1 (exchange student) visas may not work more than 20 hours per week when their program is in session according to the Department of Homeland Security. An F-1 or J-1 student who works more than 20 hours risks violating their immigration status and having their visa revoked.

F-1 and J-1 students may work 40 hours per week during those periods when their program is not in session provided they meet all eligibility requirements. For Weekday College students, this would include the Weekday College summer and winter breaks. Other programs, such as DEMSN, follow different calendars and international students in these programs must be aware of when their programs are considered in session to avoid violating the terms of their visas. International students should work closely with both their international student advisors and their student employment supervisors to ensure their employment does not jeopardize their visa status.

#### 1.4.2 Social Security Numbers and Bank Accounts

Most J-1 visa students will not have a U.S. Social Security Number and will need to formally apply for one with the Social Security Administration. The international student's advisor can assist with this process and can help students understand which documents can be submitted with Form I-9 to determine employment eligibility. Human Resources can assist international students in understanding Form W-4, Form WT-4/AZ-4, and other new hire paperwork.

International students will also need to open a US bank account for direct deposit. Some banks will require students to have a Social Security Number at the time the account is created, while others will allow students to open accounts without this information. As of Fall 2023, UW Credit Union and Educators Credit Union are the only known banks in the area that allow students to open an account before they have a Social Security Number.

### 1.4.3 International Student Taxes

If a student is not a U.S. citizen or if they do not have a valid Permanent Resident Alien Card (Green Card,) they are subject to different tax withholding. For example, international students do not pay FICA tax, as this tax funds Medicare and Social Security. Alverno is not able to provide any tax advice or filing assistance to students. However, through WAICU, Alverno has partnered with Sprintax (<https://www.sprintax.com/>) to offer free tax preparation assistance for federal taxes and low cost assistance with state tax returns.

J-1 visa students from countries the U.S. has tax treaties with may not need to pay any income tax or file regular tax return forms with the IRS. Human Resources will ensure students know where to access tax treaty documents if they are eligible for them.

### 1.5 Student Employment Pay Levels

All student employees are classified as either entry level, intermediate, or paraprofessional students based on the responsibilities in the job description for their current position.

Entry level students are paid \$10.50 an hour, intermediate students are paid \$11.50 an hour, and paraprofessional students are paid \$12.00 an hour. Student employees are not awarded regular raises and must be promoted to higher level positions with additional responsibilities to receive a pay increase.

## Section 2: Hiring Process & Paperwork

### 2.1 Process for Student Employment

After a student is interviewed and offered employment by a supervisor, the supervisor must submit a Student Employment Appointment (SEA) form for that student to Financial Aid. Financial Aid determines employment and work study eligibility, then forwards the form to Human Resources for final approval. If a student is eligible to work on campus, Human Resources will send the student a link to new hire paperwork in ADP Workforce Now that must be fully completed and processed before the student can start working on campus. During periods when many new student workers are being hired, such as the beginning of the fall semester, this process may take several weeks.

### 2.2 New Hire Paperwork

#### 2.2.1 Form I-9

The federal government requires Form I-9 to be on file for each employee. Form I-9 verifies a person's eligibility to work in the United States. Prospective student employees who are not authorized to work in the United States should contact the Dean of Students for information about the Student Engagement Scholarship.

To complete Form I-9, newly hired student employees must bring the required original identification, including one picture ID, to Human Resources. Photocopies of any identification are not accepted. Common examples of ID are:

U.S. Passport, Permanent Resident Card or Alien Registration card with photograph, Temporary Resident Card, or Employment Authorization Card

OR

Driver's license or State ID card, School ID, Voter's registration card, or US Military card

AND

U.S. social security card, birth certificate, U.S. Citizen ID card, or Native American tribal document

Student employees should provide either one ID from List 1 OR one ID from List 2 AND one ID from List 3. For more information and other possible forms of identification, see Form I-9 (<https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>).

#### 2.2.2 Forms W-4 and WT-4/AZ-4

Form W-4 determines how much tax will be withheld for federal income tax. Form WT-4 determines how much tax will be withheld for Wisconsin state income tax and Form AZ-4 determines how much tax will be withheld for Arizona state income tax.

Newly hired student employees will be asked to provide the following:

- Employee Name
- Social Security Number
- Home Address
- Filing Status

The following information must be provided:

- Number of allowances claimed
- Additional amount to withhold (optional)
- "Exempt" if you meet the criteria and are claiming exemption from paying taxes. If you claim "Exempt", you must leave "Number of Allowances" and "Additional amount to withhold" blank.
- Sign and Date the Form

The IRS Withholding Estimator (<https://www.irs.gov/individuals/tax-withholding-estimator/>) can be used to assist in completing this form.

#### 2.2.3 Direct Deposit Set Up

Direct deposit is required for all employees. Student employee wages can be deposited in up to two accounts (such as a checking and a savings account.)

#### 2.2.4 Network Account Request

Student supervisors must submit a Student Employee Network Account Request ([https://intranet.alverno.edu/files/galleries/Network\\_Account\\_Request\\_Form.pdf](https://intranet.alverno.edu/files/galleries/Network_Account_Request_Form.pdf)) form to Technology Services for all new student employees at the time of hire. All employee network accounts have unlimited printing pages and employee accounts can also be configured to have access to a department's U: drive, listserv, or other campus applications.

New student employees must sign and date the form and return it to their supervisor.

### 2.3 Federal Work Study

Federal Work-Study (FWS) funds are reserved for students with demonstrated financial need as determined by the FAFSA and are awarded on a first-come basis. The initial award is \$2500 and FWS awards are paid to student employees as hourly wages, not as a lump sum at the beginning of the semester like other forms of federal financial aid. Student employees who use their full initial FWS award may qualify for additional FWS funds. FWS earnings are treated the same as other employment earnings for tax purposes, but are not counted as regular income on the following year's FAFSA.

### 2.4 Unemployment Insurance

Student employment is excluded from unemployment insurance benefits.

(State of Wisconsin, DWD, UCB-201, Section 2, Part 2, B.6)

## 2.5 Workers' Compensation

Alverno College provides workers' compensation insurance for its employees which entitle eligible employees to medical coverage and financial support in the event of a job-related injury or illness. Always remember to report all work-related injuries to your supervisor, Campus Safety, or the Human Resources Department as soon as possible after the incident occurs.

## 2.6 Request for Accommodation or Assistance

Accommodations for coursework, residence halls, and other aspects of campus life granted through Accessibility Services are not shared with Human Resources without the student's permission. Student employees who require accommodations at work and who already have accommodations with Accessibility Services should speak to the Accessibility Coordinator about beginning the accommodations process with Human Resources. Student employees who do not already have accommodations through Accessibility Services may choose to begin the accommodations process with either Accessibility Services, Human Resources, or both.

The request for reasonable accommodation or assistance must pertain to job duties, emergency evacuation procedures, or other issues such as campus services or events.

The employee is responsible for providing adequate notice and the reason for accommodation or assistance. The College may request medical verification of a need for an accommodation. In some cases, doctor's verification may not be necessary. All medical information is kept in a confidential file in Human Resources and is shared only on a need to know basis. While employees are not required to discuss their accommodations with their supervisors, supervisors will be informed of any accommodations they will be required to enact.

Each request for accommodation will be assessed individually, based on relevant circumstances and factors. The College may offer a reasonable accommodation other than the one requested by the employee if the College determines the alternative reasonable accommodation allows the employee appropriate opportunity and/or access.

## 2.7 Separation of Employment

Student employees who receive Federal Work Study (FWS) may choose to separate their employment when their FWS funds run out. Student employees who receive FWS begin each semester with an initial award of \$2500 and may be awarded additional funds once this award runs out. If there are no additional FWS funds available, student employees may also be paid from the hiring department's student employment budget.

A student employee's employment may be separated at any time by either the College or the student employee.

If a student employee drops below the required credit minimum (6 credits for undergraduate students, 3 credits for graduate students) for student employee status, their employment must be separated immediately.

A graduating student cannot work on campus past their graduation date unless they are registered for an additional degree program at Alverno and meet all other eligibility requirements.

# Section 3: Payroll

## 3.1 Submission of Electronic Timesheets

Alverno College requires all student employees to enter their hours worked in CollegeTime (also known as ResNav). Student employees must

clock in at the beginning of each shift, clock out at the end of each shift and, if taking a lunch break, enter a lunch out punch at the beginning of their lunch break and a lunch back punch at the end of their lunch break.

The electronic time entry must be an accurate listing of the actual time worked, on the correct dates, and must be verified and approved by the supervisor. Federal employment regulations require students to be paid for all hours worked during the current pay period.

Student employees are not able to edit their own time entries in the case of missed punches. Instead, supervisors must manually enter any missed punches or make any necessary adjustments to time entries.

After the end of the pay period, any needed adjustments must be submitted to Human Resources via a paper timesheet, which can be obtained in either the Human Resources office (FO-211) or the Mailroom (FO-G58.). See Section 3.2: Paper Timesheets (<https://docs.google.com/document/d/1chC4T6fGTdAHt0UytnwusElnokK635DUpGJfbV23sr8/edit/#heading=hd8frizurzl61>) for more information.

Wages paid to all student employees are subject to federal and state taxes and must be reported. FICA tax is not withheld while students are registered and attending classes at least half-time. (IRC Code 22 CFR Part 31)

## 3.2 Paper Timesheets

Students should enter time via CollegeTime whenever possible. Students who are unable to access CollegeTime or who need to make adjustments after the time entry deadline has passed must submit paper timesheets to Human Resources. Timesheets received after the payroll submission deadline will not be processed until the following pay period. Paper timesheets must include the student's name and student ID number, the department's name and number, the supervisor's name and extension, the dates and times worked, the pay period dates, and a signature from both the student and the supervisor. Paper timesheets can be obtained in either the Human Resources office (FO-211) or the Mailroom (FO-G58) or via email to [hr@alverno.edu](mailto:hr@alverno.edu).

## 3.3 Taxes

Student employees do not pay Federal Insurance Contributions Act (FICA) tax on wages earned from hours worked while enrolled in classes at least half-time. FICA tax is listed on pay statements as taxes withheld for Medicare and Social Security. Please note that student employees will, in most cases, pay both federal and state income taxes based on the exemptions claimed on their Forms W-4 and WT-4/AZ-4 on file with Human Resources. Student employees must also pay FICA tax on wages earned from hours worked during break periods over five weeks (summer break) if they are not enrolled in courses at least half-time.

## 3.4 Overtime

Overtime is defined as work in excess of 40 hours per week. Student employment positions are temporary, part-time positions that offer students an opportunity for work experience. Hours worked are flexible and variable. Due to the nature and purpose of these positions, overtime should not be incurred. If a student mistakenly works in excess of 40 hours per week, overtime must be paid at one and one-half times the normal hourly rate, and Payroll must receive a detailed explanation from the supervisor.

According to federal law, hours cannot be carried over to the following week to avoid the payment of overtime wages.

## 3.5 Summer Term/Periods of Non-Attendance

Student employees may work during the summer sessions if they are enrolled for the upcoming fall semester, meet all eligibility requirements,

and the budget allows for funding. Students are not eligible for FWS funds during semesters they are not enrolled in classes. Students do not need to be registered for summer classes to work on campus during summer session, but student employees who are not enrolled at least half-time during summer session will pay FICA tax on wages earned during the session. New freshmen, transfer, and graduate students cannot work on campus during the summer session preceding their first academic year.

A student employee may work up to 20 hours per week from all combined jobs on campus during the spring and fall Weekday College semesters according to Alverno College policy. Supervisors must inform student employees of this policy. The work week is Sunday through Saturday. A student may work up to, but should not exceed, 40 hours per week during those periods when Weekday College is not in session, such as spring break, winter break, and summer session, as long as they are enrolled in the required credit hours for the next academic semester and meet all other academic requirements.

### 3.6 Pay Schedule

All employees at the college are paid every other Friday. Pay periods are always two Sunday through Saturday work weeks and payday is always the Friday after the pay period ends. The current non-exempt (hourly) pay schedule is available from Human Resources.

## Section 4: College Employment Policies

### 4.1 Student Code of Conduct

Alverno College is committed to providing a community environment where students, faculty, and staff have the opportunity to develop personally and professionally. We believe that the college community functions at its full potential when everyone in the community is respected for who they are and what they do. Creating a caring and respectful community that functions well depends on the individual and collaborative efforts of each person. The ability of an organization to experience each individual member as a valuable resource can translate into beneficial growth not only for the individual but for the organization as a whole.

See Alverno's full Student Code of Conduct (<https://catalog.alverno.edu/collegepolicies/studentnon-academicpolicies/codeofconduct/>).

#### 4.1.1 Alcohol & Other Drugs Policy

Students in the classroom, at their internship or clinical, and at their college work site are expected to report to work in appropriate mental and physical condition to perform their duties in a satisfactory manner. Involvement with drugs and alcohol can be very disruptive, adversely affect the quality of work and performance, pose serious health risks to users and others, and have a negative impact on the learning environment, productivity, and morale.

Alverno College will test for violations when:

1. the College has reasonable cause to believe that a student worker or intern is under the influence of drugs or alcohol
2. an employee or intern is injured as a result of an on-the-job accident and receives medical treatment away from the workplace
3. an employee or intern is involved in an on-the-job accident which results in injury to another individual that requires medical attention
4. an employee or intern is involved in an accident which causes major damage to company property

See Alverno's full Alcohol and Other Drugs Policy (<https://catalog.alverno.edu/collegepolicies/studentnon-academicpolicies/alcoholandotherdrugs/>).

#### 4.1.2 Tobacco-Free Campus Policy

Alverno College has been tobacco free since June 1, 2007. Our goals are to create a healthy environment, encourage individuals to develop life-long healthy habits, and to respond to federal and state clean air laws. To meet these goals, the use of tobacco products, electronic cigarettes, and vaping are prohibited on Alverno's campus.

The tobacco free area consists of all campus buildings and exterior grounds from 43rd Street to 39th Street and from Morgan Avenue to Euclid Avenue. This is an effort to be effective citizens who are respectful of our neighbors. Violation of the Tobacco Free Policy may result in disciplinary action.

See Alverno's full Tobacco-Free Campus Policy (<https://catalog.alverno.edu/collegepolicies/studentnon-academicpolicies/tobacco/>).

### 4.2 Ethical Use of Information Policies

#### 4.2.1 Confidentiality

The protection of confidential business information is vital to the interests of Alverno College. For this reason, no employee is authorized to reproduce, copy, disclose, or release confidential information to any other party outside of the College without authorization from management.

Confidential information includes, but is not limited to:

- Computer programs, codes, or passwords
- Financial information
- Employee records and personal information (pending, current, and former employees)
- Donor and/or fundraising information
- Student information (pending, current and alum.) Release of student information is also subject to FERPA guidelines.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action up to and including termination of employment, even if they do not actually benefit from the disclosed information. This policy is in addition to any other restrictions which may be provided by law with respect to confidential information of the College.

#### 4.2.1 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of all student records and personally identifying information (PII) from primary through post-secondary education. Parents have the rights to student records until the student turns 18, even if the student is enrolled in a post-secondary institution. Please contact your supervisor with questions about FERPA and how it relates to your work in your department.

See Alverno's full Student Records & FERPA Policy (<https://catalog.alverno.edu/collegepolicies/studentacademicpolicies/ug/studentrecords/>).

#### 4.2.2 Technology Use

We ask that you use the technology resources provided by Alverno, whether on or off campus, in a manner consistent with the purpose and the principles of the College. Each user is responsible for using Alverno

technology, including Alverno software, hardware, and networks, in ways that are ethical, respectful of others, and mindful of security.

See Alverno's full Technology Use Policy (<https://catalog.alverno.edu/collegepolicies/studentnon-academicpolicies/technology/>).

### 4.3 Nondiscrimination Policy

Alverno College intentionally creates a welcoming and inclusive learning community in which all members recognize and respect the rights and human dignity of every other member. The College values diversity and seeks talented students, faculty and staff from a variety of backgrounds. In keeping with its long-standing Catholic Franciscan foundations, Alverno College does not discriminate against any student, employee or applicant on the basis of any individual's age, citizenship, color, disability, gender, gender identity or expression, genetic information, marital status, military status, national origin or ancestry, pregnancy or parenting status, political belief or affiliation, race, religion or creed (except in campus ministry staff positions), sex, sexual orientation, or veteran's status in the administration of its educational programs and activities or in its employment practices. Furthermore, the College prohibits the harassment of students and employees, as harassment is a form of discrimination.

See Alverno's full Nondiscrimination Statement (<https://www.alverno.edu/Civility-Sexual-Misconduct-and-Harassment/>).

#### 4.3.1 Anti-Retaliation/Whistleblower Policy

Alverno strongly encourages all faculty, administrators, staff, and students to report suspected or actual wrongful conduct by Alverno employees to their immediate supervisor, Student Development and Success, Human Resources, an Alverno leader, or through other appropriate channels. Confidential information may be submitted to the President's Office, Human Resources, or Student Development and Success in a sealed envelope or by filling out the confidential reporting form found online on the front page of IOL.

The confidentiality of the whistleblower will be maintained whenever possible. No Alverno faculty, administrator, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct. An individual who makes such a good faith report shall not be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report. All reported claims of retaliation will be reviewed and investigated and appropriate corrective action will be taken. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. In addition, an employee who intentionally files a false report of wrongdoing, or knowingly makes an untrue statement of fact in the investigation of a complaint, will be subject to discipline up to and including termination.

See Alverno's full Anti-Retaliation/Whistleblower Policy (<https://catalog.alverno.edu/collegepolicies/studentnon-academicpolicies/anti-retaliation/>).

#### 4.3.2 Sexual Harassment Policy

In alignment with federal Title IX regulations, Alverno College has procedures to receive, investigate, respond to and resolve complaints of discrimination, including harassment based on gender. Title IX violations include discrimination on the basis of sex or gender, gender identity, gender expression, and sexual orientation, and include sexual harassment, sexual exploitation, nonconsensual sexual acts, and sexual misconduct. This policy applies to conduct between men and women or between members of the same sex. In this policy, "discrimination," refers generically and inclusively to all forms of discrimination based on sex or

gender, including sexual harassment, sexual exploitation, sexual assault and sexual violence. Sexual misconduct includes but is not limited to conduct prohibited at Wisconsin Statutes 940.225.

See Alverno's full Title IX Sexual Harassment Policy (<https://www.alverno.edu/Civility-Sexual-Misconduct-and-Harassment/>).

#### 4.3.3 Bias Incident Reporting

A bias related incident is any activity that intimidates, demeans, mocks, degrades, marginalizes, or threatens individuals or groups based on that individual's or group's actual or perceived age, ancestry, ethnicity, national origin, ability (physical, psychological, cognitive), sex, gender identity or expression, citizenship or immigration status, marital status, socio-economic class, race, religion, religious practice, sexual identity, veteran status, or any other basis protected by law.

When bias related incidents occur, they may not necessarily rise to the level of a crime or a violation of state law, college policy, or the student code of conduct. A bias act may, however, contribute to creating a negative, hostile, or unwelcome environment. Creating dialogue opportunities and protocol for all levels of bias to be addressed can help reduce the impact of microaggressions, those seemingly smaller acts of bias that accumulate over time and can create a chilling or hostile effect for others. When acts of bias occur on Alverno College's campus, we have a responsibility as community members to come together in our shared values and mission to denounce such acts. The bias incident protocol is intended to address incidents that happen within the Alverno College community.

Alverno College urges all members of the community to report any bias related incidents. There are several ways to address and report an incident:

- Seek campus support – Students are encouraged to speak to College officials to report incidents of bias (e.g. academic deans, administrators with supervisory responsibilities, campus safety, human resources).
- Seek confidential support – To be assured the report will remain confidential, consult with one of Alverno's Counselors or the Campus Minister. Each will offer confidential resources and options. These individuals are not required to tell anyone else private, personally identifiable information unless there is reason to fear for the safety of the victim or other community members.
- File an online, confidential, anonymous Bias Incident Report (<https://alverno.wufoo.com/forms/bias-related-incident-report-form/>). Alverno College accepts and investigates all allegations of improper activity by Alverno employees and students.
- File a complaint with the college - Students who believe they have been subjected to incidents of bias are encouraged to file a report with the Dean of Students Office. Reporting means that only people who need to know will be told and information will only be shared as necessary with investigators, witnesses, advocates, and the accused individual(s). You can file a complaint in any one of the following ways:
  - You may submit an email to the Dean of Students Office by emailing [deanofstudents@alverno.edu](mailto:deanofstudents@alverno.edu).
  - You may submit a phone report by calling the Dean of Students Office at 414-382-6118 during business hours. If you choose to leave a message your call will be returned at the earliest possible time. You can also call Campus Safety at 414-382-6158 (non-emergency) or 414-382-6911 (emergency).

See Alverno's full Bias Incident Protocol (<https://catalog.alverno.edu/collegepolicies/studentnon-academicpolicies/biasincident/>).