



Student Employment Program Manual

For Supervisors of Student Employees

The purpose of the Drury University Student Employment Program is to enhance learning while meeting departmental staffing needs by providing meaningful student employment experiences.

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INTRODUCTION

The purpose of this publication is to serve as a resource to supervisors of student staff members. This manual contains valuable information regarding student employment program procedures, expectations for supervisors of student staff members, student employee recognition programs, as well as all of the forms necessary for the recruiting and employment processes.

Human Resources believes that by providing a Drury student with an employment experience, he/she will feel closer ties to the university while gaining valuable work experience transferable to post-university life.

The following are basic guidelines that will make the student employment experience as beneficial as possible for everyone involved:

1. Student staff must be treated as our regular staff members. Student staff members are an integral part of each department's team.
2. Supervisors must ensure that the student's employment experience is meaningful and educational.
3. It is important that supervisors communicate effectively with the student staff member, especially in difficult situations.
4. If at any time a supervisor is unsure of how to handle a situation with a student staff member, he/she should CALL HUMAN RESOURCES FOR ASSISTANCE.

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SUPERVISOR RESPONSIBILITIES

Supervisors of student staff members are responsible for ensuring that student staff members receive adequate training, supervision, feedback, and timely compensation for the work they perform. Supervisors are also expected to adhere to the student employment procedures set forth in this manual and Drury's Staff Policy Handbook.

Student staff supervisors must:

- **Provide an environment where students learn transferable life and job skills**

Supervisors should strive to help students develop important life skills such as time management, reliability, initiative, teamwork, problem solving, working independently, and ethical decision making.

Supervisors should also look for opportunities to help student staff members develop important job skills such as customer service, telephone skills, computer applications and more! Your office/department is an extension of the classroom! Be creative. Get to know your student's career/post graduation goals and find ways to incorporate tasks that enhance skills that they can use.

- **Provide accurate job descriptions and clear job expectations for student staff members**

Job descriptions should be current and accurate. The job description is a valuable tool to communicate how you will measure the student's performance. It is also an extremely valuable tool to help address performance issues while maintaining a good working relationship.

Written job expectations should be communicated clearly and right away. You are setting the student up for success when you let them know how you will be evaluating their performance. These expectations should include policies regarding confidentiality, harassment, attendance, punctuality, and safety requirements.

- **Follow the hiring process outlined in this manual.** (See section on "Hiring Process")

- **Comply with all federal/state laws and Drury policies surrounding hiring, employment, work study, international students, and worker's compensation**

As a supervisor, it is your responsibility to educate yourself on legal employment practices and always abide by the many relevant state and federal laws. The human resources department is here to help you do that. Never hesitate to contact us for guidance.

- **Provide orientation, training, and evaluation for all employees.** (See sections on "Department Orientation", "Training" and "Evaluations")

- **Ensure that the department has available funds to pay student staff members prior making a job offer.** (See section on "Budget")

- **Submit signed, completed, and accurate timesheets to payroll by the last business day of the month.** (See section on "Timesheets")

- **Notify human resources when a student ceases work by completing a Payroll Action Form** (See section on "Terminations")

- **Recognize and energize student staff members.**

Supervisors are encouraged to offer feedback to students routinely, including rewarding student employees for excellent work.

- Send an email to cponder@drury.edu to have your student recognized in the Student Staff Spotlight
- Consider nominating a student employee for Drury's student employee of the year and participating in National Student Employment Week

RECRUITMENT & SELECTION

1. New and existing positions must have an updated job description on file with Human Resources (HR). If one does not exist, the supervisor will need to coordinate with HR to create one prior to the position being posted.
2. Vacancies for student staff positions are posted with the Human Resources office. To notify HR of a vacancy, the department must utilize the Student Staff Online Requisition form (**see Appendix 1**), available on the Student Employment web page, at www.drury.edu/hr/sturequis.cfm

Upon receipt of the Student Staff Online Requisition, HR will post the position to on the HR web page at jobs@drury.edu

Departments may specify that a position is available to only work study grant recipients, if necessary.

3. Students must apply for student staff positions online, using the Student Employment Online Application (see Appendix 2), available on the Student Employment web page at www.drury.edu/hr/stuapp.cfm. (Special accommodations will be made if necessary and requested.) All student staff members must have an application on file in the HR Office.

Only full-time (enrolled in a minimum of 12 credit hours), day school students who have complete a current FAFSA are eligible to apply for student staff positions. For a full explanation of student employment eligibility, refer to Appendix 11.

4. The hiring supervisor in each department will review student application, which will be forward by the HR office via email.
5. Any necessary clerical tests (i.e. Word, Excel) required for positions is coordinated with the HR office.
6. The supervisor will call the student(s) to arrange interview appointments. Supervisors of student staff must employ lawful interview practices. See Appendix 4 for a guide to legal interview questions. Once interviews are complete, the supervisor should complete an "Interview Evaluation Form" (see Appendix 5), for each student interviewed. This form can be obtained from the Human Resources office. Copies of the interview evaluation form should be sent to the HR office to be placed in the student's confidential employee file.
7. Once a final candidate is identified, the references of this candidate must be checked by the supervisor.
8. As soon as a final hiring decision has been made, the supervisor must notify HR **immediately**. The online Payroll Action Form (see Appendix 3), must be used by supervisors to notify HR of a hiring decision. (See "Hiring" section next for more information).
9. As laid out in the Staff Policy Handbook, hiring of relatives is prohibited. A student that is related to any member of a department may not be hired to work in that department.

HIRING

The Department of Human Resources is committed to providing hiring supervisors with a timely response of a student's eligibility to work on campus. By closely following these procedures, hiring supervisors can be confident that they have not exposed Drury to potential fines by allowing a student to work who has not produced documentation of his/her identity and eligibility to work. (EACH instance could result in up to \$1,100 in fines).

DEFINITIONS FOR PAYROLL ACTION FORM

NEW-HIRE APPOINTMENT- A student who hasn't worked for you before, even if they have elsewhere on campus.

RENEWAL OF AN EXPIRED APPOINTMENT- A student who has worked for you **recently** (within the past two semesters). The PAYROLL ACTION FORM must be submitted as soon as you have decided to hire a student staff member. If the student staff member has not worked for you before, you should select "NEW-HIRE APPOINTMENT" from the new dropdown menu on the Payroll Action Form. This is the first step in the hiring process after an offer is accepted and should be done **PRIOR** to the student working.

A "new-hire" student staff member MAY NOT begin working until you have received confirmation from human resources that the student is authorized to work. HR will determine the start date for New Hires. You may schedule the student to work on or after the authorized start date. The start date for the appointment letter for new-hires will be either the date the form was submitted (for students who already have paperwork on file) or the date that the student completed paperwork- as this is when the student becomes authorized to work. **Supervisors will be informed of a student's authorization to work (start date) via email.** The start date is disabled for new-hire appointments on the payroll action form.

All appointments expire at the end of the academic year. A new payroll action form is required each academic year as well as a separate, additional payroll action form for work during summer months (June 1st-first day of classes).

For renewals of expired appointments, (students who have worked for you before), you should select "RENEWAL OF AN EXPIRED APPOINTMENT" on the new dropdown menu on the Payroll Action Form. You may enter the appropriate start date on the payroll action form. Confirmation of a renewal appointment will be sent via the appointment letter email.

For NEW-HIRE APPOINTMENTS, HR will reply ASAP (usually within one business day) to confirm whether or not the student may begin working.

- If the student qualifies for student employment, has worked somewhere else on campus before and has up-to-date employment paperwork on file, we will authorize the student to work. You will usually receive confirmation of this within one business day.
- If the student has not yet worked on campus before, you should have directed him/her to the Human Resources office to begin pre-employment paperwork at the time the job offer accepted. You will receive an email from HR (usually within one business day) to let you know that the student does not have paperwork on file and may not begin working UNTIL FURTHER NOTICE.

You will be notified via an email from Human Resources when the student has **completed** his/her paperwork in the Human Resources office. **The start date (authorization date) will be listed on the appointment letter and will be the date the student either was cleared by HR to begin working because he/she had paperwork on file OR the date the student completed his/her paperwork.** The appointment letter will be emailed to the student, supervisor, and financial aid. A paper copy of the letter is kept in the student's personnel record and another copy is distributed to payroll for processing.

DO NOT ALLOW A STUDENT TO WORK PRIOR TO RECEIVING HR AUTHORIZATION. THIS CAN CAUSE DRURY TO BE OUT OF COMPLIANCE WITH THE LAW. THE DATE ON THE APPOINTMENT LETTER (AUTHORIZATION DATE) IS THE OFFICIAL RECORD TO PAYROLL INDICATING THE START DATE. TIME REPORTED PRIOR TO THE START DATE CANNOT BE ENTERED INTO PAYROLL.

DEPARTMENT ORIENTATION

Once the student has been hired and is authorized to begin work, the supervisor should then take the time to familiarize the new student staff member with his/her work environment.

1. The supervisor should give the student a tour of the building. At this time, student staff should be shown where the bathroom, kitchen, snacks, break rooms, etc. are located. The supervisor may use the New Employee Orientation Checklist as a guide to ensure that all information has been covered (**Found in Appendix 16**)
2. The supervisor should explain to student staff what is considered acceptable behavior in the work environment. For example, the supervisor should discuss dress codes, punctuality, attendance, proper phone and interpersonal communications and etiquette, etc. For a more thorough explanation, see **Appendix 9**, "Staff Work Rules". Supervisors are encouraged to revise the "Student Work Rules" to reflect what is expected for the particular department. Beginning fall 2009, new student employees will have signed this form as part of their pre-employment paperwork.
3. Supervisors should explain to each student staff member that he/she will be evaluated on his/her job performance, and that he/she will have an opportunity to evaluate his/her student employment experience. The evaluation provides valuable feedback on the effectiveness of the job in providing a beneficial learning experience. A completed evaluation form must be on-file from each supervisor of a federal work study student, as outlined in the Federal Work Study Regulations.
4. The supervisor should review the job description with the new student staff member. At this time, student staff should be provided an opportunity to address questions or concerns. The supervisor should ensure that the new student staff member is very clear about the performance expectations imposed before he/she begins the new job.
5. The supervisor should review any confidentiality policies that are applicable to their department with the student. Drury University adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA). Because of this, Drury University employees (including student staff) are not permitted to give any information to any person, including a student's parents and/or guardians, about the student's: 1) academic progress, including grades, 2) payment status or financial aid, 3) personal development or disciplinary matters, or 4) employment records, as well as other university confidential and sensitive information. This should be emphasized to all student staff members since they are under a strong set of temptations to release such information (i.e. peer influence).

TRAINING

Student staff development opportunities are available periodically throughout the year. **Student Staff Basic Training** is offered in the fall and provides an overview of expectations, policies, and vital job skills such as customer service, phone etiquette, and information on how to use a student employment experience to fulfill long term professional goals.

During National Student Employment Week in April, there are also several professional development opportunities for student staff members. Supervisors are encouraged to allow students to attend Student Staff Basic Training and the professional development opportunities in April “on the clock” when departmental needs and resources allow. These opportunities are a great way to show your appreciation and investment in your student staff members and to help them see how their on-campus employment is an important extension of learning outside the classroom.

Many times, a student’s first job experience is here at Drury when employed for a campus job. Supervisors should consider some of the areas below when training a new student staff member in their department:

Customer Service. In many situations, a student staff member will come face-to-face with customers. It will be beneficial to both the student and the department if the supervisor teaches student staff members how to engage properly with customers. This will improve both the Drury image and the image and reputation of the department across campus.

Phone Etiquette. Student staff may be required to use a telephone during the course of employment. As with face-to-face customer service, student staff should be coached on the proper manner in dealing with people over the phone (i.e. polite, courteous, clear, etc.) One thing worth noting is that when people call for assistance, the caller may be reluctant to release information to or to trust the judgment of student staff. Student staff members are quite comparable to regular staff in most cases and adhere to the same rules and regulations concerning disclosure of information. Therefore, to ease the minds of customers and to serve them better, student staff should not be required to answer the phone in a different manner than a regular staff member.

Time Management. Time management may be difficult for incoming college students. This is because they are usually overwhelmed with new and relatively unsupervised surroundings that afford more freedom. This can be a problem for upper-classmen as well. It is recommended that supervisors help student staff manage time as much as possible. For instance, letting student staff know that the time spent on the job is for working, not doing homework. Also, emphasize that punctuality and regular attendance are vital to successful employment. Providing guidance will help ensure that the department runs as smoothly and efficiently as possible.

Organizational Skills. Many students have not yet developed the organizational skills such as attention to detail and accurate record keeping that are required to meet job expectations. Many skills such as these can only be learned through experience, so it is important for supervisors to have patience with student staff. One of the main purposes of student employment is to provide a supportive environment where skills such as these can be developed and cultivated.

Other. Some job skills are specific to certain departments. Supervisors should take this into consideration and determine what additional skills (if any) are vital for the success of both the student and the department. The student staff members should be coached until he/she has sufficiently learned these unique job skills.

In addition to departmental training, the university requires student staff to complete the training programs listed below (Items 1 and 2) and complete a review of the Staff Policy Handbook and sign the Staff Policy Handbook Acknowledgement : (See Appendix 14 for instructions for completing online training)

1. **Family Educational Rights and Privacy Act Training (FERPA).** Student staff should complete this training if they work in a department that deals with and maintains confidential student records. Students should go to <http://www.drury.edu/registrar/FERPA/> to take the online FERPA training tutorial.
2. **Anti-Harassment Training.** Students are required to take an online tutorial about preventing sexual harassment in the workplace. Students should go to <http://training.newmedialearning.com/psh/drury/index.htm> to complete this training.
3. **Staff Policy Handbook Acknowledgement.** Student staff should review the Staff policy handbook on the HR website. Once they have reviewed the policy handbook, the student should print and sign the Staff Member Acknowledgement Form included in [Section 104](#) of the Staff Policy Handbook.

STUDENT STAFF RECOGNITION

In order to recognize the valuable contributions of our student staff members, Drury participates in **National Student Employment Week**. National Student Employment Week is the second full week of April each year.

Human Resources partners with the Career Center to provide professional development programming activities for student staff members. The sessions are open to all students, but supervisors are encouraged to send student staff members “on the clock” as a token of recognition.

During National Student Employment Week, supervisors are encouraged to recognize student staff. Some ideas for recognition include having a food day, writing thank you notes to student staff members, posting a big banner saying “Thanks to our student workers!” during the week, etc.

As part of National Student Employment Week, supervisors have the opportunity to nominate one of their student staff members as **Student Employee of the Year**. The winner of Drury’s student employee of the year award will have their nomination submitted to a state competition. The winner of that award is entered in to a regional competition. Finally the regional winner is entered in to the National Student Employment Association’s national competition. All nominees receive a certificate of recognition and a copy of the nominating letter. Nominations are due in mid to late February.

Finally, you can put your student staff member in the limelight with Drury’s **Student Staff Spotlight** in the @ DU newsletter. All you need to do is compose an email discussing what your student staff member does for your department and why they are terrific. Spotlight nominations are forwarded to University Communications and one is selected to appear once a month in the campus newsletter.

EVALUATIONS

Evaluations are required as part of the federal work study program and are an important part of the student employment experience. They provide the student staff member with tangible feedback concerning their performance and should be taken seriously.

Evaluations:

1. Performance evaluations for student staff are conducted in March and are due back to Human Resources office by the last business day in April.
2. Are important for development of the student staff member’s work skills because they can provide constructive feedback relative to the performance
3. Student staff members are also asked to complete an evaluation form to provide feedback concerning departmental performance from the student staff member’s viewpoint. Results are compiled and returned to the supervisor.
4. Student staff performance evaluations are a requirement for federal work study grant recipients.

For an example of a Student Staff Evaluation and a Student Employment Supervisor’s Evaluation, please see Appendix 6 and Appendix 7.

WAGE INCREASES

Wage increases for student staff are based on merit. The wage increase will serve as a reward for a job well done! The student staff supervisor evaluates the performance and recommends a wage increase percent to the department's Budget Administrator. Only Budget Administrators approve and submit this wage increase information to the Human Resources department.

It is important you understand that your department budget for student staff will not be increased to reflect increased wage rates. Budget Administrators may request wage increases for student staff. The amount of the increase may be from 1 – 3%, but may not exceed \$.25/hour.

The basis for your recommendation will be for those student staff whose work met or exceeded job expectations; demonstrated motivation, interest in the job, conscientious behavior, quality work, reliability, and responsibility; and enhanced their job knowledge. Most important is to recognize student staff contributions to your department. A current performance evaluation must be on file in the Human Resources Office to support your recommendation. To recognize years of service, this increase will motivate trained student staff to continue employment in the same department.

Requirements for wage increase: (1) student must have been in his/her position continuously for at least six months and (2) a current evaluation must be returned to Human Resources. Only one increase in a 12 month period may be requested.

TERMINATION

Voluntary terminations (Resignations) should be reported to HR immediately via the online "Payroll Action Form". If the student provides a letter of resignation, that should also be forwarded to Human Resources.

Involuntary terminations must include consultation with Human Resources. The only two instances in which Human Resources would not need to be consulted prior to termination are terminations that occur due to the student's exhausted work study grant and **job abandonment**. However, Human Resources should be notified after the termination in both cases via the online payroll action form.

Job Abandonment: When a student does not call or show up for a scheduled shift, they should be contacted and immediately placed on a verbal warning. If they don't show up or call for three shifts **in a row**, despite contact from the supervisor, we will assume that the student has terminated his/her own employment. The best practice in this situation is to call the student and send an email after the first missed shift and indicate that the email serves as a verbal warning. On the second day, the email should indicate that it serves as a written warning and should clearly state that failure to show up for the next shift will be considered job abandonment and the student will be terminated from employment. The payroll action form should be completed and all documentation (emails) should be sent to HR for the employee's personnel file.

If the student had an unforeseen emergency and was unable to make contact with the supervisor, they may be reinstated at the discretion of the supervisor. The supervisor would need to advise human resources of this reinstatement and of the effective date of the reinstatement.

Please note that excessive absenteeism is a different matter. *The regular progressive counseling procedure can be effective in this situation. Please contact human resources for guidance prior to terminating a student staff member who calls in excessively.*

Performance or attendance issues that may arise at times must be dealt with immediately in an efficient and effective manner. Always remember that Drury is an EDUCATIONAL INSTITUTION and in many cases this could be the student staff member's first job. Therefore, it is important to coach our student staff to be effective leaders and managers. They learn from our example!

For a detailed explanation of the counseling and termination procedures for Drury student staff, please see Appendix 10. Appendix 11 provides a sample of a Written Warning Discipline Notice.

PAYROLL PROCEDURES

All student staff members are required to complete a monthly timesheet. No payments via stipend will be permitted. In order to receive payment, a student staff member must record hours worked on his or her time sheet correctly. To ensure accurate reporting, this should be done daily at the beginning and end of each shift worked.

The supervisor must review the information to ensure the timesheet is filled out properly and completely. Time should be recorded to the nearest quarter hour. The Excel version of the timesheet will calculate this for the student and is the preferred method of timekeeping. The supervisor should make a copy for him/herself and one for the student. The original should be turned in to the payroll office.

Each month, timesheet deadlines for student staff are on the last business day of the month. This allows payroll enough time to process and prepare the paychecks. Timesheets received after the last business day of the month will not be processed until the next pay period.

Supervisors must inform student staff that after student timesheets are turned in on the last business day of each month, students will receive payment on the 15th. Student staff may pick up paychecks at the Cashier's window which is located in the Financial Services office, Room 100 in Burnham Hall. Student staff should be prepared to show his/her Drury student ID card in order to receive his/her check.

BUDGET CONSIDERATIONS

All new employee compensation must be requested and approved through the normal budgeting process each year. This includes regular employment and student employment. It is your responsibility to work with the budget administrator to ensure that you have adequate funds in the proper account in order to pay student wages.

- Amounts budgeted in the work study account (208) can never be used to pay salaries of non-work study students. Work study funds may be accessed starting the first day of the fall semester through May 31st. Work study funds may only be accessed to pay wages to a student with a work study grant.
- Students who work during the academic year who do not have a work study grant are paid out of a department's non-work study student wages account (209).
- All students who work in the summer are paid out of a department's summer student wages account (210).

SUMMER EMPLOYMENT

Summer employment refers to student staff members who remain or become employed after May 31st up to the first day of classes in fall semester. If you plan have a student start working prior to the first day of classes, keep in mind that the wages will be charged to the 210 suffix of the budget as work study funds do not become available until the first day of classes.

1. Supervisors should notify the HR department by the 15th of May, about which student staff will be employed to work over the summer months via the online payroll action form.
2. Supervisors should inform HR of any jobs that will become vacant during the summer months so the job(s) can be posted. The "Online Requisition" should be used to communicate this information to HR.
3. Supervisors should notify HR of any positions that are expected to be vacant in the coming fall semester (the beginning of the next academic year). Freshmen often begin applying for fall jobs in June, so supervisors should be responsive to applicants to keep them abreast of their recruiting timeline (when you will be screening applications, interviewing, etc).
4. Supervisors will need to complete a payroll action form for staff members that will be returning to their jobs. You can do this as early as late spring when you get confirmation from the student that they are returning. Keep in mind that the appointment letter may not be issued until mid-summer when the work study status of returning students becomes available.
5. Graduating students may work until the first day of classes after their graduation date, **EXCEPT** International student staff members, who may not work after their graduation date. The above procedures also apply to student staff members who have graduated, but will remain employed by the University as a student staff member for a portion or for the duration of the following summer.

INTERNATIONAL STUDENT EMPLOYMENT

Immigration law dictates that eligible international students may only work a maximum of 20 hours per week on campus during the academic year. When school is in recess for the entire week, international students may work up to 40 hours per week. If school is in session for part of a week, then the 20 hour limit applies.

If school is in session during any part of the recess, the student is only allowed to work 20 hours in that week. The work week starts at 12:00 am (midnight) Monday morning and ends Sunday at 11:59pm.

To qualify for work, the Director of International Support Services must approve the international student for work eligibility. This authorization must be given each semester in which an international student wishes to maintain employment. The approval for work by the Director of International Support Services does not automatically authorize the student to begin work on campus. The international student staff member must also complete the required pre-employment paperwork to include applying for a Social Security number (if he/she does not already have one) in order to be authorized to work.

JOB ACCIDENTS AND INJURIES

Workers' Compensation Insurance and Benefit Procedures

Workers' Compensation insurance is provided for each employee in accordance with the Worker's Compensation laws of the State of Missouri for accidental injury and occupational disease arising out of and/or in the course of employment.

Occupational accidents, diseases and injuries that occur at work and are directly linked to the performance of normal, job-related duties are covered under Workers' Compensation Law, which guarantees prompt, automatic benefits to workers.

The benefits included in the program are: payment of hospital and doctor fees for services provided, payment for medicine prescribed for the related injury or disease, and payment of a portion of the employee's wages while disabled. Work-related injuries include medical care and rehabilitation as ordered by Drury's treating physician. There are no deductibles and co-payments; Drury University pays the entire cost for treatment. For emergency treatment, the employee should go to the nearest medical facility.

If an employee is required, as part of the job, to perform duties outside the Springfield area, the injured employee may obtain treatment from the nearest appropriate medical facility. However, **Human Resources must** be notified immediately following a visit.

Drury is not required to pay for non-emergency treatment that employees seek or select on their own. Employees must have **approval** from the Human Resources Department **before** seeking treatment that they expect to be paid for under Missouri's Workers' Compensation Law.

Temporary disability payments are made as long as Drury's attending physician states that you are unable to work. These weekly benefits replace a portion of your lost wages. Additional cash payments will be made in the case of a permanent disability such as the loss of a finger or the loss of sight. If employees are permanently unable to return to work, a lump sum payment will be made. Death benefits are made to surviving dependent.

The full cost of these benefits is paid by Drury University.

Most situations are handled in a routine and efficient way. However, if questions arise concerning medical benefits or any aspect of the workers' compensation process, contact Human Resources.

Procedures

All accidents, including those that do not require treatment by a doctor and/or hospital, must be reported to the department director, chair, or supervisor.

*****The department director, chair or supervisor is required to complete a Drury University Employee's Report of Injury setting forth the time, place and nature of the accident/injury, and the name and address of the person injured. This report must be provided to Human Resources within 24 hours.** (See Appendix 14 for a Report of Injury Form)

The Human Resources Department will prepare and process the information with the Missouri Division of Workers' Compensation. Timely reporting is critical, because claims can be denied if accidents and injuries are not reported to the Missouri Division of Workers' Compensation within the required time frame of 30 days.

Drury University's insurance carrier, as required by the Workers' Compensation law, provides compensation.

If an employee requires transportation to the medical provider, an ambulance is required. Arrangements **must** be coordinated with Drury University's Security and Safety office for accidents and injuries on the Springfield Campus. Approved provider information is maintained and distributed by the Human Resources Department.

FREQUENTLY ASKED QUESTIONS

Q. What is “Work Study”?

- A. Work Study is a federally funded grant that is awarded by the Financial Aid office to students whose families meet certain income requirements. The grant amount must be earned over the course of the academic year for which it was awarded. The average work study grant is \$3000 per year.

Q. Is every student staff member on “Work Study”?

- A. No. Only a certain number of students who have applied for a grant through Financial Aid and were awarded the grant are considered to be Work Study.

Q. What is the benefit of hiring Work Study student?

- A. Work Study students are paid in the same manner and at the same wage rate as non-Work Study students in the same position. If a student is awarded and accepts his/her Work Study grant, then Drury is required by law to guarantee a job on campus.

Q. Can any student get a Work Study grant?

- A. No. Only those students whose family income level allows them to qualify are eligible.

Q. Do I have to employ a person with a Work Study grant, or can I select the most qualified person for the job?

- A. This will be dependent upon the amount of funds your budget has in the various student wage accounts, i.e. 208, 209, or 210. You may select the most qualified applicant if you have adequate budget levels based on their status as work study vs. non-work study. If there are two equally qualified students, it is always preferable to select the Work Study grant recipient, assuming there is adequate 208 budget money available. Community Service agencies, i.e. Habitat, America Reads, Math Counts, etc., may only employ student staff who have been awarded a federal work study grant.

Q. How do I employ an International student?

- A. Call H.R. to confirm that the student has been authorized by HR to begin work. The student must have completed the required paperwork, i.e. W-4's, I-9, etc. As with any other student staff member, an international student may not begin work until they have been authorized to do so by Human Resources. Supervisors ensure that they have received confirmation from human resources prior to allowing any student to begin working.

Q. How do student staff members get merit wage increases?

- A. A student must have worked in his/her current position for at least 6 months before he/she is eligible for a wage increase. The supervisor must complete an evaluation form for the student staff member and request a wage increase from H.R. The amount of the wage increase is usually in the range of 1 to 3 percent, but is dependent upon the department's budget. The wage increase should be requested by the supervisor via the online “Payroll Action Form”.

Q. How are wage rates set?

- A. Wage rates are established by Human Resources by comparing the duties, responsibilities, skills, and abilities listed on the job description.

Q. Why are job descriptions required for each position?

- A. Job descriptions are very important for several reasons. Not only do they provide applicants with information about the various job duties and requirements of each position, but they also provide Human Resources with the necessary information to set wage rates, post job openings, and communicate effectively with other campus departments concerning job openings and closings. They also provide the criteria for supervisors to use when evaluating a student staff member's job performance.

Appendix 1- Student Staff Requisition

Complete this form to notify Human Resources of a student job opening in your department. If you have any questions, please contact Human Resources at 873-7434, or hrstudent@drury.edu.

Required fields are **red**.

Requesting Supervisor:

Name:

Email:

Phone:

Budget Administrator:

Name:

Email:

Phone:

Open Position:

Department:

Position Title:

Start Date:

Job Schedule:

Days: Hours:

First 8 numbers of GL Account to be charged:

(The last 3 numbers, "object code", will be determined by Human Resources and Financial Aid and will be stated in the appointment letter.)

Position open only to Work Study students:

Other Comments:

Affidavit and Authorization:

I hereby certify that this department is in compliance with Federal Regulations governing the Federal Work Study Program, specifically that by employing students, no regular employee is displaced and no existing contracts for service are being impaired. Federal Work Study positions must not involve the construction, operation, or maintenance of so much of any facility as is used or is to be used for secretarial instruction or as a place of worship. Positions under Federal Work Study must be free of political involvement.

By clicking on the submit button below, you are agreeing to the affidavit and authorization statement above.

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Appendix 2- Student Staff Application

Student Employment Online Application

Please complete the following form. Your application will be forwarded to our staff.

(* Indicates a required field)

*Today's Date:

*Position Applied for:

*Previously employed by University? Yes No

*Do you have a Work Study Grant? Yes No

*Have you filed a FAFSA for the academic year for which you are applying? Yes No

*Major

*Last Name:

*First Name: M.I.:

*Local Address

*City, State, Zip:

*Permanent Phone:

*Local Phone:

*Drury ID:

*Other address/phone where you may be reached:

*Drury Email Address:

Note: All student employment communication will be sent via your Drury email account.

*Where did you find out about this job opening?

Website HR Office Other (specify)

Are you related by marriage or blood to anyone in the department for which you are applying? Yes No

Please list his or her name and your relationship to the individual:

Employment History (please begin with most recent):

Employer:
Job Title:
Employed from to
Wage started at and ended at
Employer address:
City, State, Zip
Work Performed:
Reason for leaving:
Supervisor:
Telephone:

May we contact for reference?: Yes No

Acquired Skills:

Computer: Personal Mainframe

Software: Word Access Excel PowerPoint Outlook
 Microsoft Office 2007 AS400/iSeries Internet Explorer HTML

Other:

Additional information that you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications:

On-Campus References:

1. Name:
Telephone:
Department:

Additional Information:

State any additional information that you would like us to consider:

*Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? Note: Do not answer this question unless you have fully read the job description on the preceding page.

Yes No

If you answer no to the above question, Human Resources will contact you to determine proper accommodations. For more information, contact Human Resources at hr@drury.edu or 417-873-7434 . ***The university can reasonably accommodate any disability without undue hardship and which does not create a direct threat to the person or other person.***

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Appendix 3- Payroll Action Form

Note: This form is the BEGINNING of the hiring process. This form should be completed as soon as you know of a student staff member you would like to hire.

Required fields are **red**.

Action Type:

Student Information:

Name:

Drury email address:

Drury ID Number:

I certify that, to the best of my knowledge, the named individual is NOT related by marriage or blood to anyone in the hiring department.

*** Please note the staff policy handbook prohibits the hiring of relatives in the same department.**

Requesting Supervisor:

Name:

Email:

Student Position Information:

Department:

Position Title:

Budget Administrator:

Start Date*:

**(Only applies to renewal appointments.*

New Hires require HR approval before they may begin working.

The date the student is approved to work will be the start date generated on the appointment letter for new hires.)

End Date:

Recommended Wage Increase:

(e.g. 1%, 2%, 3%, etc.)

(Employee must have been employed a minimum of six months and be meeting all of the job expectations. A current student staff evaluation of the student must be on file in HR. Your budget will not be increased to accommodate this change. A current performance evaluation must be on file with HR.)

First 8 numbers of GL Account to be charged*:

**The last 3 numbers, the "object code", will be determined by Human Resources and Financial Aid and will be stated in the appointment letter.*

Comments & Questions:



Affidavit & Authorization:

I hereby certify that this department is in compliance with Federal Regulations governing the Federal Work Study Program, specifically that by employing students, no regular employee is displaced and no existing contracts for service are being impaired. Federal Work Study positions must not involve the construction, operation, or maintenance of so much of any facility as is used or is to be used for secretarial instruction or as a place of worship. Positions under Federal Work Study must be free of political involvement.

By clicking on the submit button below, you are agreeing to the affidavit and authorization statement above.

Appendix 4- Guidelines for Legal Interviewing

SUBJECT	INQUIRIES THAT MUST BE AVOIDED	PERMISSIBLE INQUIRIES
1. Name	Inquiries about the name that would indicate applicant's lineage, ancestry, national origin, or descent. Inquiry into previous name of applicant where it has been changed by court order or otherwise. "Indicate: Miss, Mrs., Ms."	"Have you worked for this company under a different name?" "Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work and educational record? If yes, please explain."
2. Marital and Family Status	Any inquiry indicating whether an applicant is married, single, divorced, engaged, etc. Number and age of children. Information on child-care arrangements. Any questions concerning pregnancy. Any similar question that directly or indirectly results in limitation of job opportunity in any way.	Whether applicant can meet specific work schedules or has activities, commitments, or responsibilities that may hinder the meeting of work attendance requirements. Inquiries, made to males and females alike, as to a duration of stay on job or anticipated absences.
3. Age	Requirement that applicant state age or date of birth. Requirement that applicant produce proof of age in the form of a birth certificate or baptismal record. (The Age Discrimination in Employment Act of 1967 forbids discrimination against persons between the ages of 40 and 70.)	If a minor, require proof of age in the form of work permit or a certificate of age. Require proof of age by birth certificate after being hired. Inquiry as to whether the applicant meets the minimum age requirements as set by law and indication that, on hiring, proof of age must be submitted in the form of a birth certificate or other forms of proof of age. If age is a legal requirement: "If hired, can you furnish proof of age?" or statement that hire is subject to verification of age. Inquiry as to whether an applicant is younger than the employer's regular retirement age.
4. Disabilities	The Rehabilitation Act of 1973 forbids employers from asking job applicants general questions about whether they are disabled or asking them about the nature and severity of their disabilities. An employer must be prepared to prove that any physical and mental requirements for a job are due to "business necessity" and the safe performance of the job. Except in cases where undue hardship can be proven, employers must make "reasonable accommodations" for the physical and mental limitations of an employee or applicant. "Reasonable accommodation" includes alteration of duties, alteration of physical setting, and provision of aids.	For employers subject to the provisions of the Rehabilitation Act of 1973, applicants may be "invited" to indicate how and to what extent they are disabled. The employer must indicate to applicants that 1) compliance with the invitation is voluntary; 2) the information is being sought only to remedy discrimination or provide opportunities for the disabled; 3) the information will be kept confidential; and 4) refusing to provide the information will not result in adverse treatment. All applicants can be asked whether they are able to carry out all necessary job assignments and perform them in a safe manner.
5. Sex	Sex of applicant. Any other inquiry that would indicate sex. Sex is not a bona fide occupational qualification (BFOQ) because a job involves physical labor (such as heavy lifting) beyond the capacity of some women, nor can employment be	Inquiry as to sex or restriction of employment to one sex is permissible only where a bona fide occupational qualification (BFOQ). (This BFOQ exception is interpreted very narrowly by the courts and the EEOC.) The burden of proof rests on the employer to prove that the BFOQ does exist and that all members of the affected class are incapable of

	restricted just because the job is traditionally labeled “men’s work” or “women’s work”. Sex cannot be used as a factor for determining whether an applicant will be satisfied in a particular job. Avoid questions concerning applicant’s height or weight unless you can prove they are necessary requirements for the job to be performed.	performing the job.
6. Race or Color	Applicant’s race. Color of applicant’s skin, eyes, hair, or other questions directly or indirectly indicating race or color.	None.
7. Address or Duration of Residence	Specific inquiry into foreign addresses that would indicate national origin. Names or relationships of persons with whom applicant resides. Whether applicant owns or rents home.	Applicant’s address. Inquiry into place and length of current and previous addresses, e.g., “How long a resident of this state or city?”
8. Birthplace	Birthplace of applicant. Birthplace of applicant’s parents, spouse, or other relatives. Requirement that applicant submit a birth certificate or naturalization record before employment. Any other inquiry into national origin.	“After employment (if employed by this institution), can you submit proof of eligibility to work in the United States.”
9. Religion	Applicant’s religious denomination or affiliation, church, parish, pastor, or religious holidays observed. Applicants may not be told that any particular religious groups are required to work on their religious holidays. Any inquiry to indicate or identify religious denomination or customs.	An applicant may be advised concerning normal hours and days of work required by the job to avoid possible conflict with religious or other personal convictions.
10. Military Record	Type of discharge.	Type of education and experience in service as it relates to a particular job.
11. Photograph	Requirement that applicant affix a photograph to his or her application.	Indicate that this may be required after hiring for identification.
12. Citizenship	“Of what country are you a citizen?” Whether applicant or his or her parents or spouse are naturalized or native-born U.S. citizens. Date when applicant or parents or spouse acquired U.S. citizenship. Requirement that applicant produce his or her naturalization papers prior to hire. Whether applicant’s parents or spouse are citizens of the U.S.	“Are you a citizen of the United States?” “If you are not a U.S. citizen, have you the legal right to remain permanently in the U.S.?” “Do you intend to remain permanently in the U.S.?” “If not a citizen, are you prevented from lawfully becoming employed because of visa or immigration status?” Statement that, if hired, applicant will be required to submit proof of employment eligibility.

Appendix 5 - Interview Evaluation Form

Name of Applicant: _____ Date: _____ Time: _____

Position: _____ Interviewer: _____

Rating Scale:

- 1 - Unsatisfactory (does not meet position's requirements)
- 2 - Satisfactory (fully meets position's requirements)
- 3 - Outstanding (exceeds position's requirements)

EXPERIENCE: How does the candidate's previous experience relate to the current position's essential duties and responsibilities?	
JOB KNOWLEDGE: How well does the candidate's working knowledge, skills, and abilities meet position's requirements?	
MOTIVATION: Does the candidate demonstrate initiative, economic drive, leadership, customer focus, and commitment?	
COMMUNICATION: Does the candidate present thoughts clearly, concisely, and with confidence?	
CHARACTER: Evaluate the candidate's sincerity, conscientiousness, responsibility, integrity, and persuasiveness.	
CAPABILITY: Does the candidate appear logical, decisive, poised, resourceful, and imaginative?	
GOALS: What is the likelihood that the candidate will feel fulfilled in this position?	
OVERALL POTENTIAL: How well does the candidate's background and experience suit the requirements for this position?	

COMMENTS:

Recommend for current opening? Yes ___ No ___

Wish to have references checked on the applicant? Yes ___ No ___

Recommend for future openings? Yes ___ No ___

Signature: _____

Date: _____

Appendix 6 – Student Evaluation of Supervisor

The following criteria are important for a successful student employment program. Please rate how your work assignment corresponds to the following statements and make suggestions to improve the program.

Rating Scale

(1)Strongly Disagree (2)Disagree (3)Neutral (4)Agree (5)Strongly Agree

	Rating	Comments
My work assignments enabled me to learn new job skills.		
My work schedule was flexible to meet my academic needs.		
My hours were accurately reviewed and reported, allowing me to submit them to payroll on time.		
My supervisor has assigned tasks and projects that are relevant to my position within the department.		
My supervisor does not hesitate to take proper disciplinary action when students are not meeting expectations (e.g. meeting with students, discussing problems, taking action if necessary).		
My supervisor has instilled a sense of ownership and leadership that has enabled me to act independently within my position.		
My supervisor has provided me with the training and resources necessary to do my job effectively.		
My supervisor has given me a sense of purpose that has inspired commitment to my job.		
My supervisor recognized the importance of staff in realizing objectives and encouraged our involvement and contributions.		
My supervisor conducted regular feedback sessions and timely review of my work/job performance.		
My supervisor recognized and rewarded high performance.		
My supervisor understands the value of diversity in the work place.		
My supervisor has long-term focus and understands how their department contributes to the overall success of the university.		

Additional Comments:

Student Signature (optional) _____ **Date** _____

Department _____ **Position** _____

Supervisor _____

Appendix 7 – Supervisor Evaluation of Student

Student: _____ **Date:** _____

Department: _____ **Position:** _____

Instructions: Review each category below and rate. Add all ratings and divide by nine to determine overall score. Comments are helpful for student development. All evaluations must be returned to the Human Resources office by Friday, May 2.

Rating Scale:

1. Below Expectations - Performance fails to meet the requirements of the position.
2. Meets Expectations - Performance represents what is "expected" of a trained, experienced, successful employee.
3. Exceeds Expectations - Performance represents a level that exceeds job requirements.

	Rating	Comments
Attendance and Punctuality		
Attitude		
Quality of Work		
Ability to Follow Instructions		
Cooperation and Courtesy		
Interest in Job		
Care of College Equipment		
Reliability and Dependability		
Responsibility		
Overall Evaluation		

Recommendation: _____ Would Rehire _____ Would Not Rehire

Comments:

Signature of Student

Signature of Supervisor

Appendix 8- Staff Work Rules

Drury University Student Staff Guidelines

Student employment can be an extremely valuable learning experience where you can learn transferable skills in a flexible environment with supervisors who support your academic progress. To ensure a positive employment experience, this guide has been developed to ensure you fully understand what is expected from you as a student staff member of Drury University.

The following guidelines concern the most basic aspects of your employment with Drury University. It is your responsibility to read and follow these guidelines. Generally, the first violation will result in a verbal counseling. The second violation may result in a written warning. Future violations within a two-year time period will result in further disciplinary actions to include suspension or termination. Violations that result in injury to another, theft, intentional destruction of property, general disruption of the workflow, or any other serious violation may result in immediate suspension and/or termination. Verbal counseling and written warnings may be received via email from your supervisor, especially for an attendance-related issue.

Supervisory counseling with staff members is designed to establish an equitable system of corrective action for staff members who do not adhere to these work rules or to elevate job performance to an acceptable level. The standards of conduct and job expectations are described below for staff employed by the university. A timely, fair, and objective review is made before the decision to take corrective action is made.

Student Staff Members are expected to:

1. Be at their workstations, prepared to start work; at the time the workday starts; attend scheduled shifts, be punctual and conform to scheduled lunch and break periods. In the event a staff member is unable to attend a scheduled shift, he or she must notify his/her supervisor prior to the absence. It is unacceptable to simply not show up for a scheduled shift. Progressive counseling procedures will be applied and enforced. Failure to show up or call for one shift will result in verbal counseling. Subsequent "no call-no show" shifts will result in disciplinary action up to and including suspension and/or termination.
2. Check Drury email account. All employment information will be emailed to this email address. Supervisors may also contact you via email.
3. Respect and maintain confidential and/or sensitive information received or reviewed while conducting job assignments. Confidential or sensitive information should never be repeated or discussed outside the office and should be discussed with other staff members only as necessary to the processing of daily business for the department and university.
4. Students in Food Services use a time clock. All others must keep a timesheet; immediately recording time work began and ended for each scheduled shift; Time worked may not be recorded by another person. Student staff members should immediately begin working when clocking in and shall clock out when work ceases. Student staff should leave the work area immediately after clocking out. Only hours worked should be posted. Falsification, forgery or misrepresentation on a timesheet may be grounds for immediate termination of employment and may be cause for ineligibility for future employment at Drury.
5. Fulfill the requirements in the job description, make efficient use of the normal workday, and follow recognized departmental procedures and/or instructions in performing job assignments.
6. Review the safety policies and procedures for the department and university and adhere to them. Employees of the university must report any accident or injury while on the job, regardless of how slight, for treatment if necessary. An incident report must be completed and filed with the Human Resources office.
7. Review job descriptions with the immediate supervisor in order to understand the expectations of the job and immediate supervisor. Job performance will play an important role in wage increases and continued employment at the university. Performance reviews are generally conducted in April.
8. Wear professional (e.g., business casual) attire to work and behave in a professional manner while conducting business for the department and university. While many departments may allow jeans in good condition, revealing clothing, clothing in disrepair, shorts, sweats, etc. generally are not acceptable. Variations from business casual should be discussed and approved by your supervisor.
9. Understand that employment is generally governed by the terms of the staff policy handbook. Employees are expected to complete required anti-harassment training, sign the anti-harassment policy acknowledgement form, review the staff policy handbook and sign the acknowledgement form. Positions dealing with certain records may also require FERPA or HIPPA training. Your supervisor will tell you if FERPA or HIPPA training is required. Instructions for accessing the required training are available in the Human Resources office.

Job Title _____ Department _____ Date _____
Employee Name (Print) _____ Employee Signature _____ Student ID _____

Appendix 9 – Progressive Counseling Procedures

1. The progressive counseling procedure is appropriate corrective action to improve a staff member's performance in a particular position and to bring about adherence to expected standards of conduct. However, the progressive counseling procedure is not appropriate corrective action for extremely serious deviations from accepted standards of conduct, such as conduct that may be injurious to the staff member, other staff members, students, members of the public, or University property. For serious deviations, immediate suspension and/or involuntary termination is appropriate.
2. The progressive counseling procedure is designed to provide staff members with an opportunity to be heard and to correct the problem.
3. The progressive counseling procedures must be applied fairly and without discrimination.
4. Corrective action must be reasonably related to the seriousness of the circumstances and a staff member's past record must be taken into consideration.
5. Consultation with the appropriate Vice President and the Human Resources office before taking corrective action involving suspension or involuntary termination is mandatory.
6. Progressive Counseling Procedure Definitions:
 - a. *Verbal counseling* is a private discussion between the supervisor and staff member who is either not adhering to the work rules or not meeting the expected standards of performance. A Written Warning Discipline Notice (available from Human Resources) outlining the discussion will be completed and processed before taking any other corrective action.
 - b. *Written counseling* occurs when, despite verbal counseling, a staff member continues to not follow work rules or continues to not meet expected standards of performance. A Written Warning Discipline Notice, outlining the discussion will be completed and processed before taking other corrective action. There should be two written warnings before taking additional corrective action.
 - c. A *suspension* is an unpaid leave of absence imposed upon a staff member who continues to not adhere to work rules. The purpose is to conduct an investigation to review the facts to determine whether the staff member should have an additional opportunity to improve behavior or have his/her employment terminated.
 - d. *Involuntary termination* occurs when verbal and written warnings do not correct the problem and further efforts would be futile. Involuntary termination requires prior review and approval by the Human Resources office. Certain offenses, including but not limited to violations such as theft, falsification or forgery on a timesheet may result in termination after the first offense.
 - e. *Voluntary termination* occurs when a staff member resigns from their position in good standing -- they must give a minimum of two weeks notice of resignation to their supervisor. The resignation must be in writing and must indicate the date the notice was submitted, the last day of work, and the reason for resigning from employment. A paycheck will be issued at the next regular pay date for the staff member.
7. The termination date is the last day of work (physically present and completed assigned job duties).

Appendix 10-Written Warning Discipline Notice

WRITTEN WARNING DISCIPLINE NOTICE

Employee's Name _____ Date _____
Department _____ ID# _____
Date of Incident _____ Date of Hire _____

- Verbal
 Written Warning
 Suspension # _____ Working Day(s) From _____ Through _____
 Discharge Effective _____

Reason for warning of discipline. (Check one or more box as appropriate. Explain fully in Remarks Section.)

1. Violation of or failure to observe:
 a. College and/or work rules
 b. Work procedures
2. Insubordination
3. Tardiness, absenteeism, failure to report for work
4. Under the influence of and/or possession of drugs or alcohol
5. Dishonesty
6. Failure to observe proper safety procedures
7. Failure to complete work assignment
8. Discourtesy or verbal abuse of guest or other employee
9. Damage or misuse of college property
10. Unauthorized removal from college premises of department or other property
11. Physical or verbal assault and/or fighting
12. Other (specify in remarks section)

Remarks: Explain reasons for warning or discipline, including specific details of incident or violation; include prior warning(s).

I hereby acknowledge receipt of a copy of this discipline form.

Employee's Signature Date Supervisor Date

Department Director or Chair Date

cc: Department

Employee's Master Personnel File

Employee

Appendix 11- Eligibility and Availability of Campus Employment Opportunities

It has always been the primary intent of the student employment program at Drury University to provide sufficient employment opportunities for students who are recipients of federal work-study grants. That must be the priority since we are legally obligated to provide those recipients with a position on campus. In fact, when the student employment program was initiated, only work-study grant recipients were eligible for campus jobs.

At some point, due to the university's infusion of non-work-study budget money, many departments were also able to employ some non-work-study grant recipients. The number of student staff in those categories has continued to grow and grow, however, the budget dollars have not kept up. Many departments then mistakenly thought that they could move money that was budgeted in the work-study (208) accounts into their non-work-study accounts and hire non-work-study grant recipients. Those budgeted work-study funds should never have been moved to other accounts because those funds are ear-marked for work-study grant recipients and Drury is not reimbursed for those student wages unless they are spent on work-study grant students.

It has also never been the intent of the student employment program to allow any students other than full-time day school students to be hired to work in campus positions. Part of the higher tuition dollar that day school students pay helps fund the administration of the federal work-study program and the student employment program, among others. Over time, due to departmental turnover, rumors, and misinformation, the original standard of eligibility has eroded, has not been communicated or monitored properly, or has been ignored entirely. Human Resources will begin monitoring the employment eligibility of all applicants for campus positions effective January 1, 2003. The following guidelines will be followed:

Student employment opportunities are available to undergraduate day school students who:

- are **enrolled on a full-time basis**

AND

- have **completed a FAFSA form** with the Financial Aid office for the current academic year.

First consideration will be given to recipients of a federal work-study grant. Drury University is required to place work-study grant recipients who accept their grant in a position and provide them with the opportunity to work the hours necessary to earn their grant. To ensure continued access to future federal work-study money, it is essential that the employment of work-study grant recipients is the priority of the student employment program.

After all work-study grant recipients who wish to work on campus have been placed in positions and are working the hours necessary to earn their grant, campus employment opportunities will be made available to non-work study grant recipients who are enrolled on a full-time basis in the day school.

International students who are enrolled full-time in the day school are not eligible to work off campus. They should receive consideration for campus positions after work-study grant recipients are placed. If hired, these full-time day school international students must obtain a **written work authorization from Human Resources** *each semester and summer* before they may begin work. Departments employing eligible international students must ask the students to present a Human Resources work authorization before being allowed to begin or continue working.

Domestic and international students who are not enrolled on a full-time basis in the day school will not be considered for campus positions, unless they were employed in their current position prior to January 1, 2003. (These situations will be considered on a case-by-case basis, and will depend on whether there are adequate positions to ensure that work-study grant recipients are placed and working enough hours to earn their grants.) Once one of these "grandfathered" students leave their current position or become ineligible for campus employment, they may not be appointed to another position.

Appendix 13- Instructions for Completing Online Training and Policy Acknowledgement Forms

To Complete the Online Anti-Harassment Training

- On the Drury website (www.drury.edu), click on Faculty/Staff > Human Resources
- Click on “Training”. You will then click on “Faculty Training” or “Staff Training”
- Click on “Sexual Harassment Training Module”
- Click “Continue”
- On the second screen of the harassment training program, faculty members will select “Faculty”, and staff members will select either “Supervisory” or “Non-supervisory”.
- The screens will then lead you through the training information to test at the end.
- When you complete the test, print the certificate, sign it, and return it to the Human Resources Dept., Burnham 107

To Sign the Anti-Harassment Policy Acknowledgement Form

- Click on the Drury Website (www.drury.edu), click Faculty/Staff > Human Resources
- Click on “Policy Handbooks”
- Click on “Staff Policy Handbook”
- Click on the “Online Version” – it’s easier. This will bring up a table of contents.
- Scroll down, then click on “711 Anti Harassment Policy”
- After reviewing the policy, click on the Acknowledgement form link in the last paragraph. Print the form, sign it, and return it to the Human Resources Dept., Burnham 107

To Complete the Online Family Educational Rights and Privacy Act or “FERPA” Training (Only if you deal with student records)

- On the Drury website (www.drury.edu), click on Faculty/Staff > Human Resources
- Click on “Training”. You will then click on “Faculty Training” or “Staff Training”
- Click on “FERPA Training Module”
- “Click HERE to begin FERPA tutorial”
- Click “NEXT” to continue through information
- Click on “FACULTY quiz” or “STAFF quiz”
- An email will be generated and sent to Human Resources upon completion of the quiz.

To Review the Staff Policy Handbook and Sign the Acknowledgement Form

- Click on the Drury Website (www.drury.edu), click Faculty/Staff > Human Resources
- Click on “Policy Handbooks”
- Click on “Staff Policy Handbook”
- Click on the “Online Version” – it’s easier. This will bring up a table of contents.
- Scroll down. You can then review each topic by clicking on the topic in the table of contents. After reviewing the policy manual, click on table of contents item “104 Staff Member Acknowledgement Form”
- Print this form out, sign it, and return it to the Human Resources Dept., Burnham 107

Appendix 14- Report of Injury

DRUY UNIVERSITY EMPLOYEE'S REPORT OF INJURY

TO BE COMPLETED FOR ALL WORK-RELATED INJURIES AND ILLNESSES

All Boxes Must be filled in Order to Comply with State Regulations *

TO BE COMPLETED BY INJURED EMPLOYEE: (Please Print)

Full Name		Today's Date	
Home Address		Social Security #	
City Sate, Zip		Date of Birth	
Home Phone Number	Work Phone Number	Sex	Marital Status
What is your current position?		Date of Injury	
What department do you work for?		Time of Injury	
Who is your supervisor?	Supervisor's Title	Supervisor's Phone Number	
What job where you performing at the time of the injury?			
Where did the injury take place?			
In your own words, please explain what happened. (PLEASE BE SPECIFIC)			
What specific parts of your body were injured and what is the nature of the injury?			
Have you ever been under a doctor's care for the same or similar injury?			
What machine, tool or object was most closely connected with the injury, if applicable?			
Was this injury caused by someone or something outside the University? (Please explain)			
List the names of anyone witnessing your injury			
Do you have any other employment? (If so, where?)			
To whom did you report the injury?			
When did you report it? (If not immediately, please explain)			
Employee Signature		Date	

Appendix 15- Department Orientation Checklist

**DRURY UNIVERSITY
DEPARTMENT ORIENTATION CHECKLIST-STUDENT STAFF**

New Employee Name: _____

Hire Date: _____ Department: _____

Position: _____ Supervisor: _____

Date Completed/
Initial of Supv.

1. Welcome new employee, give tour of the building, department, and new employee's work area.
2. Show employee where he/she may store his/her personal belongings.
3. Point out the location of rest rooms, lunch room, break room, water fountain, lockers, vending machines, supplies, etc.
4. Introduce to department co-workers and personnel in other departments with whom the person will work.
5. Give an overview of the department, its function and the role(s) it plays in the organization.
- 6. Discuss departmental standards:**
- Hours of work
- Overtime authorization
- Lunch break, other breaks
- Attendance -- reporting illness/absence (who to call and when), punctuality, how to record time worked, timesheet due dates
- Telephone calls; personal; procedures for answering phone
- Confidentiality requirements
- Acceptable dress
- Customer Service
- Specific departmental rules and standards of conduct
- 7. Safety Instructions:**
- Rules
- Equipment
- Location of First Aid kits
- Location of Fire Extinguishers and Exits
- Location of tornado shelter for employee's work area
- Accident reporting
- Department specific safety rules

8. Review the Employee's Job Duties

- Purpose of the position
- Relationship of the position with other jobs
- Review the job description
- Explain the job standards (Go over Staff Work Rules)
- Explain the job priorities
- Review the performance evaluation form with employee

9. Anti-Harassment Training

- Employee completes on-line anti-harassment training
- Anti-harassment quiz completed at conclusion of on-line training
- Anti-harassment policy acknowledgement form signed by employee, attached to this checklist, and sent to Human Resources.

10. FERPA Training (If applicable)

- Employee completes on-line FERPA (privacy) training

11. Staff Policy Handbook

- Employee shown how to access the staff policy manual online.
- Employee has reviewed the staff policy manual
- Employee signs acknowledgement form to indicate the policy manual has been reviewed. Form attached to this checklist and sent to Human Resources.

12. Department/position-specific training, i.e. iSeries use, computer files, hard-copy files, office procedures, clock-in-out procedures (if required)

13. Questions from New Employee

Checklist Completed:

Employee Signature

Date

Supervisor Signature

Date