



St. Lawrence University
Student Employment Program

Student Employee Handbook

Table of Contents

PREFACE	2
STUDENT EMPLOYMENT PHILOSOPHY	2
NONDISCRIMINATION POLICY	2
DISCRIMINATORY HARASSMENT POLICY.....	3
DRUG-FREE WORKPLACE POLICY	5
PAID SICK LEAVE POLICY FOR STUDENT EMPLOYEES	7
PROGRAM ELIGIBILITY REQUIREMENTS.....	8
HIRING AND PAYROLL PROCEDURES	9
STUDENT EMPLOYMENT POLICIES	11
STUDENT AND EMPLOYER RESPONSIBILITIES.....	13
JOB CLASSIFICATIONS AND PAY RATES	15

PREFACE

The employment of students at St. Lawrence University is intended to be mutually beneficial to both the students who desire campus employment, and members of the campus community who need a wide range of duties performed. Student employment is a necessary service, but at the same time it must remain a complementary part of a student's educational process. The objectives of this handbook are:

- To provide students and employers with an overview of student employment opportunities, programs, policies and procedures.
- To familiarize employers with procedures for listing job vacancies.
- To describe how students find positions that meet their needs.

STUDENT EMPLOYMENT PHILOSOPHY

A student desiring to meet educational expenses through part-time campus employment should be encouraged and assisted in locating employment opportunities. In addition to being a financial resource, campus employment can serve as an educational tool to increase the student's job skills and enhance future career opportunities. Campus employment is meant to complement the student's academic experience.

The Financial Aid Office is responsible for the administration of the student employment program on campus. St. Lawrence University's campus employment program is subject to and will be administered in accordance with all Federal and State laws and statutes governing employment practices.

NONDISCRIMINATION POLICY

All members of the St. Lawrence community are valued equally. We are committed to multicultural diversity in our faculty, staff, student body and curriculum. Awareness training for students, faculty and staff is designed to eliminate all forms of discrimination. St. Lawrence University subscribes fully to all applicable federal and state legislation and regulations (including the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination in Employment Act (ADEA); the Age Discrimination Act of 1975; New York State Human Rights Law; and Part 53, Section 607 of the New York State Educational Law) regarding discrimination, as well as the Drug Free Workplace Act of 1988. The University does not discriminate against students, faculty, staff, or other beneficiaries on the basis of race, color, gender, religion, age, disability, marital status, veteran's status, sexual orientation, or national or ethnic origin, or any other category protected by law or regulation, in admission to, or access to, or treatment, or employment in its programs and activities. Gender identity and expression, while protected under St. Lawrence University policy, are not currently protected under federal, state, or local laws. Retaliatory action of any kind taken by any employee, student, or beneficiary against any other

employee, student, or beneficiary as a result of that person's seeking redress under this policy is prohibited. St. Lawrence University is an Affirmative Action/Equal Opportunity Employer. For further information contact St. Lawrence University's Vice President for Community and Employee Relations, Vilas Hall, St. Lawrence University, Canton NY 13617, 315-229-5567, lcania@stlawu.edu.

DISCRIMINATORY HARASSMENT POLICY

It is the policy of St. Lawrence University that all our employees and students should be able to enjoy a work and educational environment free from all forms of discrimination and discriminatory harassment, including sexual harassment. St. Lawrence University provides for the development of a climate of tolerance and pluralism and prohibits expressive behavior which is demeaning, intimidating or hostile, communicated verbally, physically or with other communication device, including telephonic or electronic means. It is expressly against University policy for any employee or student to engage in discriminatory harassment which is defined as any demeaning, intimidating or hostile verbal, physical or symbolic behavior that is based on race, religion, ethnicity, age, gender, national origin, marital or veteran's status, disability or sexual orientation, or any other category protected by law or regulation, and has the effect of interfering with a reasonable person's academic or work performance or of creating, as experienced by a reasonable person, an intimidating or hostile situation or environment. Such behaviors include, but are not limited to, the use of slurs, epithets, gestures, demeaning jokes or derogatory stereotypes.

*Sexual harassment is one form of discriminatory harassment, and is covered by this policy. It is expressly against University policy for any employee or student to engage in sexual harassment. A charged atmosphere is often involved in instances of sexual harassment, which is defined as any unwelcome sexual advancement, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

No forms of discriminatory harassment of students or employees will be tolerated. Any employee or student will be subject to disciplinary action for violation of this policy, up to and including termination or expulsion. Discrimination and harassment may be found to be illegal under both state and federal law. In some cases, it may be susceptible to prosecution under criminal sexual law.

This policy is not intended to proscribe, and should not limit free discussion of, the merits of any issue relating to ethnic, racial, religious or other multicultural difference or open inquiry into any material or issue relevant to the academic content of a course.

Not all offensive conduct or language that might be derogatory concerning an individual or group necessarily constitutes discriminatory harassment. Whether a specific act does in fact constitute discriminatory harassment must be determined on a case-by-case basis in light of all relevant circumstances.

If you believe you have experienced or are experiencing discriminatory harassment, talk to the person or persons who may be responsible for the problem. If that is not possible, or doesn't work, speak to someone for help or advice. Any St. Lawrence University employee having a complaint of harassment is urged to notify his or her immediate supervisor at once. If the complaint is against the immediate supervisor, or if the complainant for any other reason is not comfortable with or is unable to contact his or her supervisor, the Human Resources Office or the Office of Security & Safety may be contacted.

If you are a student you may speak to your academic advisor, the chairperson of the department, any staff member in student life, particularly residential learning, security, counseling, or the Associate Dean of Student Life.

Anyone who receives a complaint can contact Lisa Cania, Vice President for Community and Employee Relations; the Human Resources Office; or the vice president or dean of the area involved (academic affairs, admissions and financial aid, business and finance, communications, community and employee relations, information technology, student life, university advancement).

Formal complaints of alleged discriminatory harassment are heard by the Discriminatory Harassment Hearing Board, which is described in the Student Handbook and on the SLU website under Policies or Human Resources as well as a Section 504/ADA Grievance Procedure for complaints relative to those regulations. For more information about the DHHB or other venues for complaints contact St. Lawrence University's Vice President for Community and Employee Relations, Vilas Hall, St. Lawrence University, Canton NY 13617, 315-229-5567, lcania@stlawu.edu.

Retaliatory action of any kind (such as, but not exclusive to adverse action vis-à-vis standing in employment or student status, adverse decisions re salary, job performance or student performance, or adverse action taken re opportunity for advancement for an employee or student) taken by any employee (including faculty, department heads, supervisors, and co-workers), student or beneficiary of the University against any other employee, student, or beneficiary as a result of that person's seeking redress through an appropriate means, including under the procedures of the DHHB, cooperating in any appropriate inquiry in the matter, or otherwise participating in any proceedings under the procedures of the DHHB or appropriate University body is prohibited. Any such retaliatory action can be the basis for a separate complaint.

Any person may also contact outside authorities to file complaints. External agency rules, or procedures internal to St. Lawrence University, may obviate further internal review in the event a complainant chooses an external route.

For more information about the DHHB consult the SLU Policies website [University Policies and Procedures]. For further information contact St. Lawrence University's Vice President for Community and Employee Relations, Vilas Hall, St. Lawrence University, Canton NY 13617, 315-229-5567, lcania@stlawu.edu.

DRUG-FREE WORKPLACE POLICY

The following policy was established in 1990, and re-issued in 2001, in accordance with the federal Drug-Free Workplace Act (Pub. L. No. 100-690, 5151-5160). This policy applies to all St. Lawrence University employees. As St. Lawrence University is a federal grant recipient and/or a federal contractor within the meaning of the Drug-Free Workplace Act (The Act), the University is required to take steps toward maintaining, and to certify to contracting and granting federal agencies that it maintains a drug-free workplace. In compliance with "The Act," the University adopts the following plan.

Policy

The University is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Workplace Act, the University will not tolerate the unlawful possession and use of controlled substances * (drugs) on its premises. The University prohibits all employees including employees engaged in the performance of work under the provisions of a federal grant or federal contract, from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.

Guidelines

- A. Compliance as a Condition of Employment: Compliance with the provisions of this policy shall be a condition of employment at St. Lawrence University.
- B. Penalties for Non-Compliance: Any employee engaged in such prohibited conduct, or convicted of a workplace drug violation, shall be subject to discipline up to and including discharge in accordance with existing laws, including where applicable under collective bargaining agreements. The University will weigh all relevant facts and circumstances in reaching a decision to discipline. The University shall retain, without regard to and independent of its decision to impose discipline, the right to require such employee to participate in and successfully complete a drug abuse assistance or rehabilitation program. Refusal to participate in, or failure to successfully complete the program, may itself be grounds for discipline.
- C. Employee Obligation for Notification of Conviction: In compliance with, and as a condition of continued employment under federal contract or federal grant, any faculty, administrative, secretarial/clerical, support or service employee convicted of any criminal drug statute violation is required to notify the University within five (5) calendar days following such violation. (The term "conviction" means a finding of guilt, including a plea of nolo contendere, or imposition of sentence or both, by any judicial body charged with responsibility to determine violations of state or federal criminal drug statutes).

- D. Establishment and Maintenance of a Drug-Free Workplace: Good faith efforts on the part of the University to establish and maintain a drug-free workplace will include making drug awareness educational programs available and dissemination of drug awareness information for all members of the University community, as well as implementation and enforcement of this policy. In addition, the University will apprise and review with covered employees, relevant services available through the University's Employee Assistance Program (EAP).

Procedures

- A. All employees, including faculty, administrative, secretarial/clerical, support, and service employees, will be notified of this policy with emphasis on the obligation for compliance as a condition of employment.
- B. Application of the University's corrective discipline policy for violations of this policy and any other related questions should be directed to Human Resources.
- C. All employees, including faculty, administrative, secretarial/clerical, support, or service employees, convicted of any criminal drug statute violation shall provide his or her supervisor, in writing, notice of such conviction within five (5) days of conviction.
- D. The supervisor having knowledge or receiving notification of a conviction shall immediately provide, in writing, notice to Human Resources, so that proper notice can be sent to appropriate federal contracting agencies.
- E. The University's Office of Human Resources through the Employee Assistance Program Office will provide assistance for employees regarding drug education and drug information.

** Controlled substance as defined in 21U.S.C. Sec. 812, Schedules I-V (a copy can be found in the Human Resources Office, Vilas G2).*

Paid Sick Leave Policy for Student Employees

Purpose

To provide for accrual and use of paid sick leave (“PSL”) time for occasions when an employee is absent under the definitions and guidelines in accordance with New York State’s Paid Sick Leave (“NYSPSL”) law.

Guidelines and Eligibility

Employees accrue paid PSL at a rate one hour for every 30 hours worked, up to 56 hours per year. The “year” for purposes of this policy will be July 1 – June 30, following the initial January 1, 2021 effective date.

Employees may carryover up to 56 hours of accrued, unused PSL time from one year to the next; however, employee may not use more than 56 hours of PSL time in any one calendar year.

Eligible employees may be paid for absences related to the following:

- A mental or physical illness, injury, or health condition of the employee or the employee’s family member, regardless of whether the illness, injury or health condition has been diagnosed or requires medical care at the time that the employee requests leave;
- The diagnosis, care, or treatment of mental or physical illness, injury, or health condition of – or need for medical diagnosis of, or preventive care for – the employee or the employee’s family member; or
- An absence from work when the employee or employee’s family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking, including leave to:
 - Obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee’s family members;
 - Meet with an attorney or social services provider to obtain information and advice on, and prepare for and participate in, any criminal or civil proceeding;
 - File a complaint or domestic incident report with law enforcement;
 - To enroll children at a new school;
 - Meet with a district attorney’s office; and
 - Take any other actions necessary to ensure the health or safety of the employee or the employee’s family member, or to protect those who associate or work with the employee.

(An employee who has committed domestic violence, a family or sexual offense, stalking, or human trafficking is not eligible for leave above, nor may this leave be used on behalf of an employee’s family member who has engaged in any of these acts.).

For purposes of the above policy terms, “family member” is defined as an employee’s child (including biological child, adopted child, foster child, a legal ward, or a child for whom the

employee stands “in loco parentis”), spouse, domestic partner, parent (including biological parent, foster parent, step-parent, adoptive parent, legal guardian, or an individual who stood “in loco parentis” to the employee as a minor child), sibling, grandchild or grandparent, and the child or parent of an employee’s spouse or domestic partner.

The University requires notice of the need for PSL as soon as possible, but, in all cases, notice must be given prior to taking PSL time for a qualifying reason. Notice can be given orally or in writing. Employees must contact their manager if they need to use PSL for a qualifying reason. An employee may be required to provide appropriate documentation supporting their need to use accrued PSL time for a qualifying reason, as permitted by law. A doctor’s note may be requested after the third day of absence if applicable. If an employee is charged a fee for required paperwork by a medical provider, the employee will be reimbursed for that amount by informing Human Resources of the expense. Employees will not be required to disclose confidential information, to the extent provided under the law.

PSL may run concurrently with federal Family Medical Leave Act and the New York State Paid Family Leave, as permitted under the law. In such cases the various leaves will overlap with one another and not be managed separately for counting of time.

Accrued, unused PSL leave is not eligible for payout upon separation of employment and shall be forfeited upon separation for any reason.

The University has the right to change, modify or discontinue this policy at any time in its discretion.

PROGRAM ELIGIBILITY REQUIREMENTS

To qualify for participation in St. Lawrence University’s campus employment program, students must meet the following criteria:

- Be an undergraduate student
- Be matriculated in a degree program
- Be enrolled at least half-time (2 units)
- Be making satisfactory progress toward the completion of a degree (as prescribed by the Academic Standing policy)

HIRING AND PAYROLL PROCEDURES

I-9 and W-4 Forms

To ensure compliance with the U.S. Immigration and Naturalization Service, all newly hired students must complete the I-9 form **prior to the first day of work**. Students who are U.S. citizens or permanent residents must also complete a W-4 form and may complete both forms in the Financial Aid Office. International students must also complete an I-9 and may be required to complete a W-4 or 8233 form, depending on their country of residency prior to coming to St. Lawrence University. International students should go to the Business Office in Vilas Hall to complete these forms.

Students WILL NOT be permitted to work until these forms are completed and on file.

I-9: Verification of Eligibility for Employment

The Immigration Reform and Control Act requires that verification of employment eligibility be documented. The Control Act applies to all persons hired, including Federal Work Study and Institutional Work Study student employees. Students who are U.S. citizens or permanent residents must present the required documents to the Financial Aid Office. International Students must present the required documents at the Business Office. Acceptable documents that a student will be required to present are:

WE MUST SEE (1) ORIGINAL DOCUMENT FROM LIST A, OR (1) FROM B AND C EACH:

List A	List B	AND	List C
Documents that Establish Identity and Employment Eligibility	Documents that Establish Identity		Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired) 2. Permanent Resident Card or Alien Registration Receipt (I-551) 3. Unexpired foreign passport with a temporary I-551 stamp 4. An unexpired Employment Authorization Document that contains a Photograph	1. A State-issued driver's license or a State-issued I.D. card with a photo or information including name, gender, date of birth, height, eye color, and address. 2. U.S Military Card 3. School I.D. card with photo		1. Original Social Security Card (other than a card stating it is not valid for employment) 2. A birth certificate issued by State, County or municipal authority bearing a seal or 3. Unexpired Employment Authorization Document

** Please Note: This is not a complete list of acceptable identifications. For a complete list, contact the Financial Aid Office or Business Office*

W-4: Federal Income Tax Withholding

A W-4 form is required for all new employees, or any student wishing to change withholdings. Students who are U.S. citizens or permanent residents and have not been employed at the University before may complete this form in the Financial Aid Office. International students should go to the Business Office to complete their W-4 or 8233 form and bring a copy of their social security card. All students may change their withholdings at any time by going to the Business Office and completing a revised W-4 form.

Student Payroll Schedule

Student payroll is processed on a biweekly basis and students may be paid by direct deposit or paycheck. Students may enroll in direct deposit by completing an enrollment form and submitting it to the Business Office in Vilas Hall. Enrollment forms may be printed from the Business Office web site at any time or picked up at the Business Office between 8:30 and 4:00 p.m., Monday through Friday, as well as in the Financial Aid Office in Payson Hall. Students enrolled in direct deposit may have their funds directly deposited to more than one bank account and to any bank in the country.

All students are paid every other Friday and payroll checks are delivered to the student SMC boxes on Friday morning.

Please note that pay advice as well as direct deposit check stub for each pay period can be viewed by logging into your SLU Portal account at <https://saints.stlawu.edu/>.

The schedule of pay periods and pay dates for students can be found on the St. Lawrence University Website: <https://www.stlawu.edu/business/resource/student-pay-dates>

Applying for a Campus Job

- Students interested in applying for campus employment should contact departments in which they are interested and follow the application instructions provided by each department. Students should be prepared to complete an application, and/or an interview. A General Application is available on the Campus Employment website for students to complete and submit to departments for informational purposes only.
- Students may also review the job postings on the Campus Employment website. Each job posting provides a brief description of the available position, as well as contact information.
- The prospective campus employer will make the hiring decision. Students should treat the process as seriously as they would for an off-campus job. The employer will notify the student of the results of the application and/or interview and, in the case of a hire, submit a Personnel Action Form to the Financial Aid Office prior to the first day of work.
- The employing department makes all hiring decisions. Open position listings are posted with the Financial Aid Office on a rolling basis; students not hired after the first interview are encouraged to check the postings on the Campus Employment website frequently for new job opportunities throughout the academic year.

STUDENT EMPLOYMENT POLICIES

Job Postings

Job openings will be posted on the Campus Employment website. Employers should complete the Job Posting Form on the Campus Employment website and submit a copy to the Financial Aid Office. Employers may not discriminate in their hiring, working conditions, promotion, or termination practices based on race, color, gender, religion, age, disability, marital status, sexual orientation, or national or ethnic origin, or other factors specified by law and the University Affirmative Action Policy. Each job will remain posted until the position is filled. The hiring department should notify the Financial Aid Office when the position is filled, and the posting will be removed.

Job Descriptions

The hiring department must have on file with the Financial Aid Office a current job description for each type of student position in their department. The job description must include, but is not limited to, the following minimum components:

A clear and concise description of the duties to be performed, including a statement of the approximate number of hours that the student can expect to work each week.

A clear and concise description of the minimum qualifications required for the duties to be performed.

An estimate of the amount of skill required, level of effort, responsibility, and stress level of the position.

Maximum Hours of Work

Student employees may not work more than a total of 15 hours per week while classes are in session during fall and spring semesters. In addition, student employees who are enrolled half-time or more during a summer session may not work more than 15 hours per week. In exceptional circumstances, a supervisor may appeal to the Executive Director of Financial Aid to permit a student to work in excess of 15 hours per week during fall or spring semesters, provided the student is enrolled in and maintains enrollment in at least 3.5 units. The Executive Director's decision will be based on the student's academic record, progress, and job availability for students that are currently without campus employment and are actively seeking a position. Student employees may work up to 40 hours per week during official break weeks if their employer is in need of additional help.

No student employee may be required to work more than eight hours in a given day. Students may elect to work more than eight hours in a given day if the department makes this request.

International Students:

International students are permitted to work no more than a maximum of 15 hours per week as per the student employment guidelines. This limitation also meets the U.S. Citizenship and Immigration Services Federal Register Sec. 214.2(f). Failure to adhere to the student employment regulations may result in the Financial Aid Office notifying the USCIS that you are out of status.

Maximum Number of Positions

In an attempt to offer positions to a greater number of students, student employees may not be simultaneously employed by more than two departments on campus during the academic year. Students hired by additional departments will be asked to determine which two departments they wish to continue working with as any additional assignments may be terminated.

Dress Code

Employers may require dress codes when they are reasonable and rationally related to the purpose or function of the employing department.

STUDENT AND EMPLOYER RESPONSIBILITIES

Student Responsibilities

- **Absences:** Notify your supervisor in a timely manner whenever it is necessary to be absent from work. Students should establish a record of their supervisor's name and phone number for that purpose.
- **Adhere to Policies:** Abide by the policies and guidelines of your employing department and observe appropriate workplace behaviors. Remember, you represent your department's interests to other students, faculty, and visitors to the University.
- **Perform Work Duties:** Students should learn, through departmental training and their own initiative, the responsibilities required of their position and satisfactorily perform these job duties.
- **Maintain Confidentiality:** Students should maintain confidentiality regarding workplace issues and information including, but not limited to, releasing or sharing information about other students. Students should not remove files or any materials from the workplace.
- **Follow Safety Rules:** Follow all departmental and campus rules concerning safety. Safety is paramount at every campus work site.

Employer Responsibilities

- **Posting Jobs:** Post all job vacancies on the Campus Employment website to assure equal access as required by Federal law.
- **Paperwork:** Complete all student employment documents (including Job Descriptions, Personnel Action Forms, etc.) carefully and in a timely manner.
- **Personnel Action Forms:** A Personnel Action Form must be completed for each student who is hired and MUST be submitted on or before the student's first day of employment. When completing this form, the start date for newly hired students must be the actual date of hire. Also, if a student will perform any or all the duties off-campus, it must be noted on the Personnel Action Form and approved by the Student Employment Coordinator beforehand.
- **Orientation and Training:** Provide the student employee with an orientation or training session so those tasks to be performed are understood and clearly defined. The best method of empowering students is to provide a written list of job expectations. Give the student employee information on the mission/purpose of the department. Inform the student of the standard of dress.
- **Supervision:** Provide a reasonable amount of supervision and offer constructive criticism to assist the student employee in performing assigned tasks and developing skills. Clearly define to whom the student should report. Conduct a written job performance evaluation periodically during the course of employment.
- **Work Performance:** Counsel the student employee if work performed is unsatisfactory. Provide constructive criticism and positive re-enforcement. Stress the importance of good attendance and punctuality.

- **Time Input:** Verify and approve hours submitted in accordance with the student payroll schedule and the deadlines set by the Business Office for payroll days. Only the designated supervisor or their alternate can approve each student's time.
- **Break & Meal Periods:** It is recognized and customary for supervisors to grant student employees meal and break periods. Breaks are provided to increase productivity and reduce fatigue and the risk of injury. Breaks are generally 15 minutes in length and are paid as time worked. Meal periods are generally 30 minutes in length and are unpaid and not counted as time worked. Employees must be relieved of all duties and be free to leave their assigned work area during meals and breaks.

Supervisors may schedule meal and break periods so as not to interfere with the department's normal work routine. Supervisors should make certain that staffing patterns are such that all eligible students are afforded meal and break periods. Supervisors are encouraged to schedule breaks as frequently as necessary. Employees who work under excessively strenuous, hot, or cold conditions may require more frequent breaks.

The following recommendations are made in an attempt to standardize meal periods and breaks among employing departments.

- Student employees who work a shift of four or five consecutive hours should be permitted one 15-minute paid break during that shift. Breaks should not be taken at the beginning or end of a shift and are not cumulative.
- Student employees who work a shift of six or seven consecutive hours should be permitted one, 30-minute unpaid meal period and one 15-minute paid break during that shift.
- Student employees who work an eight-consecutive hour shift should be provided no fewer than two 15-minute paid breaks and one 30-minute unpaid meal period.
- **Disciplinary Procedures:** Communicate disciplinary concerns early. First, give a verbal warning regarding the nature of the complaint(s) and the appropriate behavior expected. Second, provide a written warning for similar or more severe behavior. A third complaint may result in terminating the student's employment. The employing office will inform the student of the reasons for termination, supported by documentation, and the effective date of termination. The employing office will also notify the Student Employment Coordinator when a student is terminated to remove the student from the student payroll.
- **Terminations:** A student employee can be terminated by a department supervisor, providing that good cause for the termination exists and can be documented (See Disciplinary Procedures above). If a student is terminated, the employing department should forward a copy of the Personnel Action Form to the Student Employment Coordinator indicating the termination date to remove the student from the student payroll.

JOB CLASSIFICATIONS AND PAY RATES

Criteria Used in Creating a Wage Scale

- Nature of the work performed
- Major duties and responsibilities
- Skill level of tasks and duties
- Distinguishing characteristics
- Judgment required
- Skills and knowledge required to perform the job

Description of Position Levels

Level D - unskilled or trainee

Level C - semi-skilled

Level B - skilled

Level A - highly skilled

LEVEL D POSITIONS

This level describes unskilled positions. Employees at this level will be trained to perform the duties of the position. Duties are routine, simple and governed by standardized procedures. These positions are closely supervised and make no decisions. Very specific written and oral instructions in procedures are readily available. Work is reviewed in progress to ensure understanding and accuracy. No previous experience is required. Specific skills and/or education are not required.

LEVEL C POSITIONS

This level describes semiskilled positions. Duties are less routine and more varied. These positions require the performance of responsible tasks and require the employee to begin to make some decisions. Employees at this level are given general instructions as necessary and are expected to begin to use judgment and latitude in choosing alternatives from a standardized set of methods and procedures. Skills obtained through prior training or education are required.

LEVEL B POSITIONS

This level describes skilled positions. Duties are moderately complex and involve a substantial degree of responsibility and independent judgment. Employees at this level must be capable of performing their duties with minimal supervision. Employees must take initiative regularly and frequently and must be able to provide information regarding unit procedures, rules, and regulations. There is also the possible responsibility of training students in lower level positions and acting in the role of the lead worker. Average job skills and the ability to maintain performance at a standard level are required.

LEVEL A POSITIONS

This level describes highly skilled advanced level positions. Duties are highly complex and can be highly specialized or varied. Employees at this level will be given very general instruction and will be expected to establish own work priorities based on unit or departmental goals, procedures, and timetables. Positions at this level require employees to make recommendations, act independently, use initiative, and make decisions regarding work assignments. Experience and ability to establish and maintain effective working relationships with college personnel and the public the college serves are required.

Student Employment Pay Scale:

D	C	B	A	Calling All Saints Security & Safety	Dining Services
\$7.70/ hr	\$7.90/ hr	\$8.10/ hr	\$8.30/ hr	\$8.50/ hr	\$10.40/hr

* As a note of explanation, the Financial Aid Office will use the job title and its predetermined pay level to determine the pay rate for each student according to the scale above.

* There is one rate of pay based on the grade level approved for each position.

* The University, as a non-profit institution of higher education, has an exemption in regards to the NYS minimum wage for student employees. The student pay scale is therefore designed to meet the Federal minimum wage requirements.

Flat Rates of Pay (Stipends)

Please contact the Student Employment Coordinator for information regarding policies and procedures on flat rates (stipends)