

# **Student Employee Handbook**

## **2023 – 2024**



**EASTERN**  
**WASHINGTON UNIVERSITY**

**Human Resources Office**  
**Eastern Washington University**  
**300 Showalter Hall**  
**Cheney, Washington 99004**  
**(509) 359-2525**

Welcome to Eastern Washington University! This Handbook, prepared by the University's Human Resources—Student Employment Office, is designed to help you understand the terms and responsibilities of your EWU student employment. Please read this handbook thoroughly and refer to it when needed. If you have questions, please contact Student Employment at 359-2525 or stop by Showalter Hall 300.

## **ROLE OF HUMAN RESOURCES-STUDENT EMPLOYMENT**

Human Resources—Student Employment provides employment resources and professional development opportunities which help students in their pursuit of educational goals. Human Resources helps facilitate hiring of student employees by campus departments and by off campus employers who provide Work Study opportunities.

## **STUDENT EMPLOYMENT OPPORTUNITIES**

### **1. Undergraduate and Graduate Students**

#### **Institutionally Funded Positions**

All students with 6 credits or more are eligible to apply for on-campus positions which are funded by the hiring department.

#### **Work Study Funded Student Employees**

- Work Study student with 6 credits or more are eligible to apply for jobs. Work Study is a program that provides the opportunity for students with financial need to earn money to help pay educational expenses and reduce loan debt while gaining valuable work experience. Work study students who receive a work study award may apply to work either on campus or off-campus at an approved work study site. If a student has received work study, it will be noted in their financial aid package in EagleNET. Work study funds are not available until the first day of an academic term. ***Students must be awarded work study by Financial Aid. Students may not apply for a work study position unless they have been awarded work study.*** Each academic year work study students **must** complete a new work study authorization form **even if working in the same department. Students will receive an authorization form from Human Resources to complete with the department. The form must be returned to Human Resources--Student Employment prior to beginning work.**

#### **Employment Start Dates/Work Time Restrictions**

- Student employees may **not** begin work before completing all necessary hiring paperwork.
- Student employees **cannot** work during scheduled class hours or finals.

#### **Eligibility for Student Employment**

Student employees must meet the enrollment eligibility requirements below to work on campus. If students drop below the required credits during any term, they must immediately stop working as a student employee.

#### **Academic Terms (Fall/Winter/ Spring):**

- Undergraduate Students must be enrolled for 6 or more credits per term.
- Graduate Students must be enrolled for 4 or more credits per term.

#### **Summer Term:**

- Undergraduate Students must be enrolled for 6 or more credits across summer terms.
- Graduate Students must be enrolled for 4 or more credits across summer terms.

**-or-**

- Undergraduate Students must be enrolled for 6 or more credits for the upcoming fall term.
- Graduate Students must be enrolled for 8 or more credits for the upcoming fall term.

#### **Academic Breaks:**

To be eligible to work during a break period, the student employee must have been at least a part-time student at EWU the term immediately prior to the break and must be registered to attend EWU as at least a part-time student in a degree or certificate program in the term immediately after the break. Student employees are allowed to work in a student employment position up to 40 hours per week during academic break periods (as long as they are taking no more than 5 credits as an undergrad or 3

credits as a graduate in summer term). Student employees may begin working more than 19 hours per week after completion of their last course requirements, including final examinations, projects, papers or other obligations.

### **International Students**

International students on F-1 and J-1 visas may work on campus up to 19 hours per week while school is in session, as long as they are a full-time student each academic quarter. An international student's eligibility to work must be certified by a Designated School Official (DSO). To be considered full-time, students must complete, not just register for, a full course load each term (18 contact hours for English Language Institute students; 12 credits for undergraduate and post baccalaureate students and 10 credits for graduate students). An international student is eligible to work up to 40 hours per week during their "vacation term" (summer), as long as they are registered in full-time credits in the fall. If you have questions, you may contact the School of Global Learning at Hargreaves 103, [global@ewu.edu](mailto:global@ewu.edu) or 359-2331.

### **Employment Status**

Student Employee positions are temporary positions. They are "at-will" and may be terminated at any time.

### **Work Hour Limitations**

The University considers you a student first and has set the limit of hours worked on campus at 19 hours per week during the academic year (excluding breaks). It is your responsibility to make sure that you don't exceed 19 hours per week in all of your on-campus jobs combined.

#### **During Academic Terms (Fall/Winter/Spring Quarters or Fall/Spring Semesters)**

- Up to 19 hours per week for all jobs worked

#### **During Breaks and Holidays**

- Up to 40 hours per week. (Students enrolled in 6 or more credits during the summer term, will be held to the 19 hours per week limit.)

As a general rule, student employees will not work more than 40 hours per week. In the unlikely event a student does work in excess of 40 hours per week, they will be entitled to overtime pay.

## **2. Graduate Service Appointments (GSAs)**

GSAs are awarded by an instructional or administrative unit (through the unit dean and the appropriate Vice Provost or designee) to students of outstanding promise who are given, under faculty direction, work experiences that engage them in instruction or are in support of scholarly/creative activities. The terms of the award and recommendation of recipients are made by the department or program which supports the award.

### **Eligibility**

- Candidates must be admitted to or be admissible to a graduate program.
- Candidates must have received a bachelor's degree before the beginning of the graduate service appointment.

### **Academic Terms**

- GSAs must be enrolled for 8 credits or more per term during the academic year.
- GSAs do not extend into the summer but may work as a student employee if enrolled for fall term.

### **Employment Status**

- GSAs may be terminated for adequate cause.
- Adequate cause for termination of a GSA appointment includes failing to meet the academic probation policy or failing to satisfactorily perform duties.
- A person terminated for adequate cause may be required to repay all or part of their tuition waiver.

### **Work Hour Limitations**

## **During Academic Terms (Fall/Winter/Spring Quarters or Fall/Spring Semesters)**

- To qualify for a tuition waiver, a GSA must work an average of 20 hours a week.

## **During Breaks and Holidays**

- GSAs may work up to 29 hours per week during academic breaks.

## **PAY SCHEDULE, DIRECT DEPOSIT, WORKWEEKS, AND MAILING ADDRESS**

**Paydays: the 10th and 25th of the month** (Saturdays or holiday dates you will be paid on the weekday prior to the date and Sundays you will be paid on the following weekday). The hours worked from the 1st to the 15th are paid on the 25th of the current month and from the 16th to the end of the month are paid on the 10th of the next month.

**Timesheets:** Student employees are responsible for accurately completing and timely submitting timesheets. Student employees will be compensated for actual hours worked and receive normal rate of pay on holidays. (Note: If employees work in Dining Services, timesheets must be submitted by the Department Timekeepers). **Timesheets must be completed by the second working day following the end of the pay period.**

**Work Week:** Monday 12:00 am through Sunday 11:59 pm

**Direct Deposit:** To sign up for Direct Deposit, go to the Payroll website at <https://inside.ewu.edu/financialservices/office-of-controller/payroll> as soon as possible. This allows paychecks to be directly deposited into your bank account (this is a separate request from your Financial Aid refund). The process will take one payroll to take effect.

**Current Mailing Address:** Remember to go into Eagle Net under Personal Information to make sure that your current mailing address is correct because your first paycheck will be mailed.

## **MEAL AND REST PERIODS**

For every four consecutive hours employees work, they receive a paid fifteen-minute rest period, which will be allowed no later than the end of the third hour of the shift. If employees work for five or more consecutive hours, they will receive a half-hour unpaid meal period. Employees must work at least two hours into the shift before the meal period can be used and a meal period cannot start more than five hours after the beginning of a shift. For shifts longer than 10 hours, please allow two meal breaks.

## **REASONABLE ACCOMMODATIONS**

If employees need a reasonable accommodation related to their job responsibilities, it is their responsibility to request an accommodation through Human Resources. You must contact the Senior Director of Human Resources at 359-2384 for assistance. Accommodations for education/classroom purposes must be obtained through Student Disability Support Services.

## **SICK LEAVE**

As a student employee you will accrue sick leave at a rate of one hour for every 40 hours worked as a student employee. You must notify your supervisor (or designee) as soon as reasonably possible when you will be absent due to illness or injury. If you are in a position where a relief replacement is necessary if you are absent, you will notify your supervisor at least two (2) hours prior to their scheduled time to report to work, whenever possible. The University may require a written medical certificate for absences of three (3) or more consecutive days or where there is reason to suspect sick leave abuse.

## **PAID FAMILY MEDICAL LEAVE**

Student employees, who meet eligibility criteria and experience a qualifying event as defined in EWU Policy 403-03, may be eligible for PFML. Employees shall notify their supervisor of the need for leave, including the timing and duration, not less than 30 days in advance if the need for leave is foreseeable. If the need for leave is not foreseeable, the employee shall provide such notice as soon as practicable. During the leave period, the employee will provide the supervisor with periodic reports on status and intent to return to work as requested. Employees will also contact Human Resources and provide certification. Applications for PFML must be filed with the Employment Security Department. The PFML Benefit Guide provides information on how to apply for benefits and submit claims. The Guide also explains employee rights and responsibilities under the law. Download the guide at <https://paidleave.wa.gov/benefit-guide>.

## **EMPLOYEE RESPONSIBILITIES**

Each job is unique and requires different skills and responsibilities; however, several universal responsibilities apply

to all student employee positions. At Eastern Washington University you are responsible for:

1. Abiding by all University rules, regulations, policies, and by employer's terms of employment, which are designed to provide a safe and professional work and learning environment. Key policies include, but are not limited to:
  - Sexual Misconduct and Title IX Responsibilities (402-01)

Employees are prohibited from engaging in any form of discrimination on the basis of sex, including, but not limited to, sexual harassment, sexual assault, indecent liberties, indecent exposure, sexual exhibitionism, sex-based cyber-harassment, prostitution or the solicitation of a prostitute, communications with a minor for immoral purposes, peeping or other voyeurism, possession, creation, or distribution of child pornography, disclosure of intimate images as defined in RCW 9A.86.010 without consent, or going beyond the boundaries of consent, such as by allowing others to view consensual sex or the non-consensual recording of sexual activity, interpersonal violence, stalking or retaliation. Examples include: unwelcome sexual advances, repeated requests for “dates” after an individual has declined, unwelcome and unacceptable touching such as massaging or hugging, unwanted comments about physical appearance that are of a sexual nature, and sexual gestures or images, and sexual “jokes.” As an employee, if you become aware of any incident or complaint involving the above described behaviors, involving a student, employee, program participant, visitor, volunteer, or contractor, you must report it to the Title IX Coordinator within 24 hours of becoming aware of the matter.
  - Diversity and Nondiscrimination (Policy 402-02)

Employees are prohibited from engaging in discriminatory behavior during the course of their employment based on someone’s race, color, creed, religion, national origin, citizenship or immigration status, sex, pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Note: Discrimination on the basis of sex, sexual orientation, gender identity, or gender expression may also constitute sexual harassment under EWU Policy.
  - Ethical Standards/Appropriate Use of University Resources (Policies 901-01 & 901-02)

You may not use university resources such as computers, office supplies, or facilities for any private business/employment purposes or for any political campaigning/lobbying. You can only use state resources on a de minimis basis for personal use. This means occasional and limited personal use is permitted if there is no cost to the state, it does not interfere with the performance of your official work duties, the use is brief and there is no disruption in your work due to volume or frequency, and you do not compromise the security of state information systems or technology. For example, this means you could call to schedule a medical or dental appointment or to call your parents to confirm you made it to work.
  - Drug and Alcohol Abuse Prevention (Policy 602-01)

You are prohibited from being under the influence of alcohol or controlled substances while performing your job duties, this includes marijuana.
  - Bullying Prevention and Response (Policy 901-04)

You are prohibited from engaging in bullying behavior.
  - Fraternalization and Consensual Relationships (Policy 901-03)

Intimate, romantic and/or sexual relationships are prohibited between supervisors and subordinate employees.

**For more information on these key policies you can access them at <https://inside.ewu.edu/policies/>.**

2. Performing the job responsibilities/duties assigned by your supervisor and department.
3. Respecting the rights and property of your employer and fellow employees.
4. Treating all co-workers, students, and patrons with courtesy and respect.
5. Acting in a professional manner at all times and respecting the confidentiality of student and University records.
6. Dressing appropriately, according to the dress code of your place of employment.
7. Maintaining a positive work attitude of cooperation and initiative.
8. Talking with your employer when duties or instructions are unclear or if problems arise.

9. Performing your work to the best of your ability and making a personal commitment toward providing quality service.
10. Presenting and discussing new ideas with your employer and taking the initiative to acquire as many skills as possible to broaden your work experience.
11. Conducting personal business on your own time and avoiding excessive socializing during working hours.
12. Monitoring your Work Study earnings, in conjunction with your supervisor, so you do not exceed the earnings limit specified in your financial aid package.
13. Notifying your employer if your Work Study award changes.
14. Giving your employer notice of at least two weeks if you decide to terminate your job.
15. Reporting to work on time and adhering to your established work schedule.
16. Contact your employer before your shift begins if an illness or emergency prevents you from reporting to work.
17. Discussing changes in your work schedule with your employer and keeping your employer's needs in mind when asking to revise your schedule.
18. Reporting your work hours accurately and submitting your timesheet(s) to your supervisor by the timesheet due date each month.
19. Mandatory reporting:
  - a. Contact the Title IX Coordinator within 24 hours if someone tells you they have been subjected to sexual harassment, nonconsensual sexual contact, domestic violence, dating or stalking. Reports may be submitted online at [inside.ewu.edu/title ix/](https://inside.ewu.edu/title-ix/), made by phone to 359-6612, or 359-6724, or in person at 211 Tawanka Hall or emailed to [titleix@ewu.edu](mailto:titleix@ewu.edu).
  - b. Contact the Director of Equal Opportunity if someone tells you they have been discriminated against. Reports may be submitted online at [inside.ewu.edu/equalopportunity/file-a-complaint/](https://inside.ewu.edu/equalopportunity/file-a-complaint/), made by phone at 359-6612, in person at 211 Tawanka Hall or emailed to <https://sites.ewu.edu/civilrights>.
  - c. Contact the EWU Campus Police Department if you observe a crime on campus or during a university event or trip to EWU's Police Department. Reports may be made by phone to 359-7676 or 911 if an emergency.
  - d. Contact Child Protective Services or law enforcement within 48 hours if you receive a report that a child under the age of 18 has been abused or neglected. Reports may be made by phone to 359-7676.
  - e. Other types of complaints may be filed online at [inside.ewu.edu/rep/compliance/report-it](https://inside.ewu.edu/rep/compliance/report-it).

## **IMMUNIZATIONS**

Immunizations are important to the health and safety of our students and campus community. EWU has a requirement for the measles, mumps, and rubella (MMR) for all employees.

Waivers are available for medical or religious reasons. Accommodations are also available for pregnant individuals. For employees, including student employees, seeking a medical waiver, please contact Human Resources. For employees, including student employees, seeking a religious waiver, please contact [equal opportunity](#).

**Ready to upload?** Visit [Med+Proctor](#) to get started or visit [support.medproctor.com](https://support.medproctor.com) for any questions associated with submitting required immunization documentation.

I acknowledge that I have read, understand, and agree to the terms in the 2023-2024 Student Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Student ID: \_\_\_\_\_