



# **Student Employment Handbook For Supervisors**

**On & Off-Campus Positions**

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# WVU Student Employment Handbook

## Introduction

Title 133 Procedural Rule of the Higher Education Policy Commission Series 8, Personal Administration Section 2.1.5 and the University define a “Student Employee” as an employee who is enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A Student Employee is not eligible for benefits and is not covered by the University’s classification program in Board of Governors Rule 3.3 – Classification and Compensation.

Many students use student employment to offset institutional costs associated with their financial need while in college. Overall, it has been shown that working as a student has an overall positive impact on college experience and success for many students.

West Virginia University is an Equal Opportunity/Affirmative Action Institution. The University does not discriminate based on race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University’s Equal Opportunity Policy/Affirmative Action Plan. Inquiries regarding the University’s non-discrimination statement may be directed to the Division of Diversity, Equity, and Inclusion at West Virginia University

## Supervisor Resources

### **Is a Student Employee Right for your Position?**

- Student Employees can be a valuable member of your unit, but because Student Employees are students first and employees second, they may not be right for every position.
- A Student Employee is not permitted to use work responsibilities as an excuse to miss class assignments, show up late to class, or miss class entirely. If you are considering hiring a Student Employee, please keep this in mind.
- Consider whether the operational needs of your department could support the Student Employee having to take time off or leave a few minutes early due to these educational responsibilities.
- Student Employees should not be hired in lieu of a full-time employee.
- Be mindful that many Student Employees will have limited workplace experience and try to use their employment as part of the overall learning experience at the University.

### **How to Post a Student Employee Position**

- Supervisors are required to post their student employment opportunity in Handshake. Handshake does not require an account to do so. *Simply, fill out the [Federal WorkStudy New Fall and Spring Request Form](#). **Every position is***

**required to be posted as a Federal Work Study position.** You may also post the position as a non-Federal Work Study position and accept applications from both pools of students. To request a Non-FWS job posting such as regular student employment or Graduate Assistantship, please complete the [Student Employee Job Posting Request Form](#).

- You can find more information about Federal Work Study here: [Federal Work-Study | Student Financial Services | West Virginia University \(wvu.edu\)](#).
  - You can find more information about Graduate Assistantships here: [Graduate Assistantships | Graduate Education and Life | West Virginia University \(wvu.edu\)](#).
- Once your job is posted to Handshake, the recipient of applications will receive an email each time a student applies with the required documents attached and/or the supervisor can receive an email summary of all applicants once the job expires. Typically, On & Off-Campus positions require a resume, and the student's work availability or class schedule.

## How to Hire a Student Employee

- As the supervisor, you will review prospective applicants and reach out to candidates directly to set up an in-person or phone interview.
- To hire a Student Employee, you will need to submit a [Student and Other NBE New Hire Form](#) which goes to Shared Services. On each page of the form, scroll down to click next.
  - For more information on the process to onboard a Student Employee, please read the Shared Services article, [Processing Students for Payroll](#).
- Shared Services will then instruct the student to process for payroll if they're not already an employee. For more information, go to: <https://sharedservices.wvu.edu/employee-processing>
- Once the student has processed for payroll, the supervisor will receive an onboarding email from Shared Services that includes the earliest potential date that the student can start working.
- You MUST receive the onboarding email before the student can begin working. Once you have received the official onboarding email, work with the student to determine their first day of work and their schedule for the semester. Remember, their first day of work must be on or after the official "Start Date" from the onboarding email.
- At the end of each semester, supervisors should then evaluate their Student

Employee. A sample can be found here: [Student Employee Evaluation Form Sample](#).

## **What is Federal Work-Study?**

Federal Work-Study, also referred to as FWS, is one of the major federal student financial aid programs authorized under Title IV of the Higher Education Act. It is designed to provide part-time employment to students who have established financial need according to federal guidelines. The federal government pays a percentage of the student's salary; the University or off-campus employer pays the remainder. The primary goal of the Federal Work-Study Program is to provide students with the opportunity to gain valuable work experience and offset some of their educational costs.

The work a student performs must be in the public interest either on-campus or off-campus with Community Partners job responsibilities must not promote religious doctrine or involve political lobbying, and the student may not replace or fill a permanent staff position. FWS jobs range from basic service positions to highly technical lab or computer positions. Many students seek a position related to their career objective. Others seek positions that offer skill development. In either case, the FWS Program is intended to provide a balance between the interests of the student and the needs of the hiring department or agency.

## **Who Is Eligible for Work-Study?**

To be eligible for FWS funds, a student must:

- Be determined eligible and be awarded FWS allocation
- Students must complete the application process by filing a Free Application for Federal Student Aid (FAFSA) and meet the March 1 priority filing deadline
- Recipients must complete a FAFSA each year
- Be a regularly admitted student
- Be a US citizen, US National, or Permanent US Resident
- Be enrolled for each semester he/she is employed. Exceptions granted for not enrolled students or students enrolled half-time or less-than half-time when they are working in the summer
- Maintain Satisfactory Academic Progress (SAP) for financial aid eligibility; for more information, please visit our Satisfactory Academic Progress page at <https://financialaid.wvu.edu/home/maintain/academic-progress>
- Not owe a repayment to any Title IV grant program and not be in default on any Title IV loans received at any school

## **Community Partner/Community Service Contracts**

Community Partner/Community Service employers must sign a contract with WVU to employ Federal Work-Study students. Contracts must be renewed annually. Community Partner contracts will be sent to existing supervisors during the summer semester. A link to a copy of the Community Partner Contract can also be found on our FWS Supervisor Resources website at <https://financialaid.wvu.edu/fws/supervisor>.

## Required Matching Costs

The required matches by the department or agency are:

- On-Campus Department or Community Partner for the academic year
  - Department or agency pays 0% and FWS program pays 75% of earned wages
  - University Central Administration pays the required 25% match
- Full-Time Summer FWS On-Campus Department or Community Partner
  - Department or agency pays 10% and FWS program pays 75% of earned wages and University Central Administration pays the required 15% match
  - Student Financial Services reserves the right to waive the required match fee

## How to Manage a Student Employee

As a supervisor of a Student Employee, it is important to understand that ultimately the Student Employee should determine how many hours per week they feel comfortable working and report that to you. Student Employees are students first, and it is important they consider how much time they will need to dedicate to their studies. Student Employees are advised not to allow their work schedule to negatively impact their academic success.

## Payment and Recording Time

Student Employees are paid every other Friday. The University is required by law to make deductions from paychecks for federal and state income taxes, and Social Security.

Failure to log in correctly or the falsification of time records can result in disciplinary action up to and including termination and repayment of funds for time not worked.

## Clocking In and Out

For On-Campus positions, Student Employees will clock in and out via computer or assigned time clock. [MyTime for Supervisors and Hourly Employees](#)

## Hiring Students Under the Age of 18

You are permitted to hire a Student Employee under the age of 18 and they may work on campus, but additional documents must be completed at the Division of Human Resources - Talent Strategy. You, as the hiring supervisor, must initiate completing these forms. To request approval, please fill out the [Hiring of Minors Request Form](#) **BEFORE** any offer of employment is made.

## Performance Management

Managing a Student Employee's performance is an important part of a supervisor's responsibilities. Your response to a Student Employee either violating workplace rules or

performing below expectations should depend on the severity of the infraction. Additionally, workplace rules and expectations should be clearly communicated to the Student Employee at the commencement of their employment.

When a Student Employee is not meeting expected and previously communicated performance standards, supervisors are encouraged to implement a process called progressive discipline. Progressive discipline is meant to let a Student Employee know that there is a performance problem or that an opportunity for improvement exists. The process features increasingly formal efforts to provide feedback to the Student Employee to correct the problem. These efforts can range from verbal conversations and written warnings to termination. The goal of progressive discipline is not to punish an employee, but rather to improve employee performance and assist employees in overcoming workplace difficulties. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization. Common issues requiring performance management and disciplinary action include, but are not limited to, unexcused tardiness, inappropriate behavior, sleeping, absenteeism, or failure to properly perform assigned duties and tasks. If you are considering severe disciplinary action such as termination, please contact Shared Services at [sharedservices@mail.wvu.edu](mailto:sharedservices@mail.wvu.edu) prior to doing so.

If you suspect a Student Employee is recording time fraudulently, you should immediately contact Shared Services and the Office of Student Conduct to discuss potential disciplinary action.

## **Steps to Hire and Manage FWS Students for Community Partners**

There are different steps to hire FWS students – depending on if you are a WVU department (i.e. an “on-campus” employer) or a Community Partner (nonprofit, 501(c)(3) organization).

### **Step One: Submit a Community Partner Agreement**

- **New Community Partners** – A Community Partner Agreement between your organization and West Virginia University will need to be completed before any hiring
- **Returning Community Partners** – A Community Partner Agreement will need to be completed each year before hiring; contracts for returning Community Partners will be sent out before the next academic year begins

### **Step Two: Complete Supervisory Training**

- Supervisor training must be completed before supervisors will be able to hire new workers.



- Refer to our Supervisor Resources page at <https://financialaid.wvu.edu/fws/supervisor> for more information.

### **Step Three: Submit a Job Request Form for a New Position**

- Any positions previously posted in the Handshake job search database from the prior academic year are automatically re-posted unless the supervisor indicates they do not want them posted.
- A Job Request Form (available on our FWS Supervisor Forms page at <https://financialaid.wvu.edu/fws/supervisor/forms>) must be submitted for each position. If you are hiring more than one student for the same position, only one form is necessary.
  - The duties listed on the form should describe the position, not the ideal candidate to fill the position.
  - Student Financial Services staff will review the FWS Job Request Form and enter the position information into Handshake. Once position information is entered into Handshake, a position number will automatically be assigned to your position.

### **Step Four: Interview and Select Prospective FWS Employees**

- Students apply for open positions through Handshake at <https://wvu.joinhandshake.com>. If a student applies for your position you will receive an email with the student's application.
- The following information will be attached to the email:
  - Student's resume
  - Work availability and/or class schedule
  - Any other information you required for your position
- Once you have reviewed the student's application email, you may:
  - Contact student to set up an in personal interview
  - Contact student to conduct a phone interview
  - Hire directly from the information contained within the student's application
- Students may apply for more than one position at a time. However, the first supervisor to submit a Federal Work-Study Employee Requisition Form to hire a student will be the supervisor that student is assigned to. Therefore, it is important to review the job referral emails and select your desired employees in a timely manner.

### **Step Five: Hire Your Selected FWS Employee**

- To hire a student, submit the "Federal Work-Study Requisition Form" available on our FWS Supervisor Forms page at <https://financialaid.wvu.edu/fws/supervisor/forms>

- Your selection will be reviewed by Student Financial Services staff to make sure that the student is eligible for work-study and that no other department/agency has already hired the student.

## Step Six: Confirmation from Shared Services that the Student Can Begin Work

- If another department/agency has already hired the student you requested, you will be notified that the student was already selected for another position.
- If no other department/agency has hired the student **but** the student has not processed for payroll, you and the student will receive an email confirming the assignment and next steps the student must take for payroll.
- Once the student has processed for payroll, you will receive an onboarding email from Shared Services that includes the student's start date and employee information.
  - You **MUST** receive the onboarding email before the student can begin working. **At no time** should a student begin working in a Federal Work-Study job assignment unless the onboarding email from Shared Services containing the start date and employee information has been received. This communication will resemble the sample email below:

*Please print a copy of the on-boarding information listed below for your employee. If your employee has not already activated their account, please have them go to <https://login.wvu.edu> on or after the access start date provided below and follow the instructions to claim their account and create a password.*

*Employees must immediately enroll in two-factor authentication. After creating their password, they should return to the main screen at <https://login.wvu.edu>, click My Login and follow the instructions. They should be ready to install the Duo Mobile app on a smartphone.*

*Employee Number ----- 123456789*

*Employee Name ----- Man, Iron*

*WVUID ----- 826124748*

*Username ----- im40001*

*Email Address ----- [iron.man@mix.wvu.edu](mailto:iron.man@mix.wvu.edu)*

*Assignment Number ----- 8675309*

*Employee Start Date ----- 18-MAR-2020*

*Position Title ----- Office Assistant*

*Supervisor ----- Fury, Nicholas*

*HR Unit ----- ANRD Animal and Nutritional Sciences L4 Access*

- The department/agency will be required to pay any earnings for any student placed on FWS funding who otherwise was not eligible for FWS.

### **Step Seven: Set Up a Start Date and Schedule with the Student**

- Once you have received the official onboarding email, work with the student to determine their first day of work and their schedule for the semester. Remember, their first day of work must be on or after the official “Start Date” from the onboarding email.

### **Step Eight: Introduce the Student to the Workplace**

### **Step Nine: Monitor Time Worked and Federal Work-Study Award Usage**

- You must monitor the hours students work to ensure they:
  - Do not go over the hours they are permitted to work per week (no more than 28 hours unless during the times they are permitted to work up to 40 hours);
  - Have clocked out for at least half an hour break if they work six or more hours in a day;
  - Do not earn more than their Federal Work-Study award allows (departments/agencies will be required to pay any earnings paid that go over the student’s work-study allotment).
- A spreadsheet to track hours worked, work-study funds used, and remaining work-study allotment can be found on our Managing an FWS Position page at <https://financialaid.wvu.edu/fws/supervisor/manage>.
- For more information on permissible work hours – including days when students are not permitted to work – see the [Monitoring Student Earnings, Hours Worked, and FWS Revisions](#) section.

### **Step Ten: Submit Timecards to Federal Work-Study Administrator Weekly**

- A timecard template spreadsheet can be found on our Managing an FWS Position page at <https://financialaid.wvu.edu/fws/supervisor/manage>. Community Partner supervisors are required to use this spreadsheet to submit timecards.
- Timecards must be submitted weekly by noon on Friday.

For a list of payroll deadlines, please visit <https://payroll.wvu.edu/pay-periods>

## **Employment Policies**

### **On-Campus Student Employee Permissible Work Hours**

On-Campus Student Employees will work with their supervisor to establish a feasible work schedule. Student Employees can work 1 to up 28 hours per week set by the Provost's Office on a semesterly basis throughout the fall and spring semesters. There are some exceptions where Student Employees can work up to 40 hours per week. Student days off, such as spring break, are days the University itself is not officially closed for a University holiday. Therefore, Student Employees can work full-time during spring break if needed.

As a supervisor of a Student Employee, it is important to understand that ultimately the Student Employee should determine how many hours per week they feel comfortable working and report that to you. Student Employees are students first, and it is important they consider how much time they will need to dedicate to their studies. Student Employees are advised not to allow their work schedule to negatively impact their academic success.

Regardless of the number of hours worked, Student Employees are not considered benefit eligible by the University, and thus are not entitled to the University's benefit offerings including, but not limited to, health insurance, life insurance, and retirement plans. Student Employees are at will employees and may resign their position at any time. The University requests that Student Employees provide at least two weeks' notice prior to the Student Employee's final date of employment.

### **Additional Employment**

When a student holds more than one job at a time, the total hours worked cannot exceed the relevant hour limit set by the Provost's Office -while enrolled in classes and cannot exceed 40 hours per week during breaks and summer in which the student is not enrolled in classes.

### **Off-Campus Student Employee Permissible Work Hours**

For off-campus positions, students can hold multiple jobs throughout the year. There is no limit to the number of hours worked each week, but employers are discouraged from having students work full time during the academic year.

### **One Federal Work-Study Assignment Rule**

Students may only be employed in one FWS position at any given time. Students may choose to change positions. However, the student should be discouraged from making more than one position change during the academic year. Student Financial Services may limit the number of position-changes a student may pursue.

### **International Students**

Specific restrictions imposed by federal law apply to international Student Employees on F-1 and J-1 visas. They must be continuing students in good standing with the University, and federal regulations have hour limits per week for on-campus work while school is in session. The limit is usually 20 hours per week, but students suffering

emergent circumstances that affect their source of support may request approval from WVU's International Students & Scholar's Services ("ISSS") to work additional hours. Approval from ISSS is required before International students may begin working additional hours. International students are permitted to work 40 hours per week on-campus during those periods when school is not in session or during the annual break period, regardless of the position type. As a supervisor, you must be conscious of how many hours Student Employees on an F-1 or J-1 visa are working and ensure they are not exceeding their applicable limits. For questions regarding the employment of international students, contact the WVU Office of International Students & Scholars Services at: [issv.wvu.edu](https://issv.wvu.edu).

## Holidays and University Closures

Student Employees may be required to work during University holidays (found on the Holiday Schedule website at: [talentandculture.wvu.edu/benefits-and-compensation/holiday-schedule](https://talentandculture.wvu.edu/benefits-and-compensation/holiday-schedule)) or when the University is closed. You must make clear in the job posting that the position may include a request to work on University holidays, and you may not take disciplinary action against a Student Employee for refusing to do so if they provide you with two weeks' notice prior to the holiday that they are not available to work. University closures include emergency closures such as snow days when classes are canceled and University employees (except for emergency/essential personnel) are told not to report to work.

## Winter Intersession and Summer Employment

Student Employees that are enrolled in Winter Intersession classes must adhere to relevant hours limits set by the Provost's Office. Student Employees that are not enrolled in Winter Intersession classes may work up to 40 hours a week if they will be returning for the spring semester.

If the student is enrolled in the upcoming Fall semester, they can be a Student Employee in the summer without being enrolled in summer classes. Students enrolled in 6 or more credit hours during the summer must adhere to working 28 hours. If less than 6 credit hours, students can work full-time.

Full-time Summer FWS students who are not enrolled or are enrolled half time or less (3 credits or less for graduate students, 6 credits or less for undergraduate students in the summer semester only) can work up to 40 hours per week. If a student is enrolled half-time or less this may impact tax withholdings. For more information on IRS student worker tax withholding guidelines, see the IRS Student FICA website at <https://www.irs.gov/government-entities/federal-state-local-governments/student-fica-exception>. Please note that work-study funding is limited, so there may not be FWS funding available for the summer semester.

## Last Day of Employment

The last day of employment during a semester is the last day of finals. Please visit the

Academic Calendar website at: [provost.wvu.edu/academic-calendar](http://provost.wvu.edu/academic-calendar) for the University's current academic calendar. There are some exceptions for winter break and winter intersession. See the Permissible Work Hours and Winter Intersession sections above for more information.

## **Workday Breaks**

When working a consecutive four-hour period, Student Employees must receive a 15-minute break with pay. If they are working a six to eight-hour period, Student Employees are entitled to two 15-minute breaks with pay and no less than a 30-minute lunch break without pay. Paid breaks may not be taken at the beginning or end of the work period and are not cumulative. Breaks should also be taken at times when the Student Employee's absence will not place an undue burden on the department.

## **To Release or Terminate a Student Employee**

Please email Shared Services at [sharedservices@mail.wvu.edu](mailto:sharedservices@mail.wvu.edu) and provide the students name and effective end date. Here are reasons to release or terminate a student employee:

- If a student is no longer working for you or your department.
- Grounds for termination can include excessive tardiness, inappropriate behavior, sleeping on the job, absenteeism, or failure to properly perform assigned duties and tasks.
- If a student is recording time fraudulently, the student should be immediately terminated and referred to the Office of Student Conduct for further disciplinary action.
- If a student graduates and you want to hire them as a Mountaineer Temp. For more information, go to: <https://talentandculture.wvu.edu/policies-forms-and-resources/hiring-resources/temps-supervisor-resources>

## **Exceeding FWS Award Amounts**

A FWS student cannot earn more than their initial FWS allocation. Supervisors and students are notified of the FWS award offer at the time of hiring.

It is the student's and the supervisor's responsibility to maintain a record of student's total gross earnings. The student must stop working once his/her eligible full allotment has been earned. Any earnings above the student's eligible award amount will result in a charge to the employing department/agency. If student has additional eligibility for Federal Work-Study funds and if funds are available, the award may be increased. For questions, contact the WVU Hub.

Supervisors must keep a sign in sheet as a backup for timecard records. Example timesheet is available on our Managing an FWS Position page at <https://financialaid.wvu.edu/fws/supervisor/manage>.

To assist supervisors with monitoring hours, we have created an earnings worksheet which can also be found on our Managing an FWS Position page at <https://financialaid.wvu.edu/fws/supervisor/manage>.

## **Financial Aid Awards and FWS Revisions**

A student's work-study allotment may be revised at any time during the academic year to compensate for other types of aid or a change in aid eligibility. Student Financial Services will issue a revised award notification to the student and send a notice to his/her supervisor regarding the change. If current earnings exceed the student's current earnings, any overages are the responsibility of the department/agency.

## **Workplace Standards**

### **Attendance and Timelines**

A Student Employee's contribution is important to the successful operation of the University. Therefore, they are expected to arrive and be ready to start work at the time you have assigned to them. Attendance is very important. With that said, because Student Employees are students first, if they must leave work earlier than the assigned time, it is recommended that you provide flexibility and approve these requests if feasible so long as they are made in advance.

### **Procedures for Reporting Absences**

If for any reason a Student Employee is absent for a scheduled shift, and there was no proper notice given you or another supervisor, disciplinary action may be taken. As a Student Employee, it is their responsibility to inform you or another supervisor of their delay or absence before any scheduled start time. Supervisors have the right to enact and enforce any punishment for not meeting their written guidelines in terms of lateness and/or absence from work that is not approved before the scheduled shift.

### **Drug-Free Workplace**

All employees of West Virginia University, including faculty classified and non-classified staff, administrators, and student employees, must comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et. Seq.)

For more information, go to the WVU Drug-Free Schools and Communities Act Booklet available on the WELLWVU website at <https://well.wvu.edu>.

### **Tobacco Policy**

Tobacco or other similar products such as vaping devices, are prohibited on all campuses and/or West Virginia University grounds. Smoking is also prohibited in any motor vehicle owned, leased, or otherwise operated by West Virginia University. Tobacco use is



prohibited on all WVU campuses.

## **Prohibitions**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Reporting to work under the influence of a controlled substance is also prohibited.

## **Notice to Employer Regarding Conviction or Charges**

In the event of a Student Employee's conviction on drug or alcohol-related charges, the Student Employee must notify you or another supervisor no later than five days after the conviction. You must contact Shared Services immediately once you become aware of this information. Student Employees are required to provide this notice to a supervisor whether the charge is the result of an incident that took place inside or outside the workplace.

## **Background Checks**

Background checks may be required by various on-campus departments before final employment.

## **Other Certifications**

Other job certifications and training may be required specifically for the job. They may include (but are not limited to): Food Handling, Cash Handling, Lifeguard, First Aid, CPR, HIPAA, and FERPA.

## **Student Employee Rights and Responsibilities**

Student Employees are required to behave in a civil, professional manner, to treat others with respect; to comply with state and federal laws and regulations related to individual rights, business operations, and procedures, health and safety, conflict of interest, and to comply with University regulations, rules, and policies and procedures. Student Employees are entitled to be treated with respect and dignity by supervisors and other employees.

## **Injuries**

Every Student Employee is covered during working hours by Worker's Compensation for work-related injury/illness. It is imperative that the employee immediately report any job-related accident or illness to his/her supervisor. If a Student Employee is injured while on the job, the student and supervisor should contact WVU Human Resources at 304-293-5700. If the student does not seek medical treatment, they cannot do a Worker's Compensation claim. All injuries, no matter how trivial, should be reported immediately. Questions regarding Worker's Compensation should be directed to WVU Human Resources.



## **Misuse of Computing and Telecommunications Resources**

Student Employees should be instructed as to the appropriate use of the following:

- WVU campus network
- WVU telecommunications and telephone systems
- University-owned microcomputers and printers.
- University-owned software.
- E-mail
- Computer or communications equipment, data, or programs owned, leased, or otherwise provided by WVU are for authorized administrative and academic purposes.

The following is specifically prohibited:

- Disruption or interference with the normal use of computers or communications-related equipment, data, or programs of individuals, or the University
- Unethical, unauthorized, illegal, or other improper use of this equipment, data, or programs.
- Attempts to breach security in any manner.
- Use of a computer account or network access for other than the purpose for which assigned.
- Unauthorized copying or unauthorized use of computer software.

The WVU campus e-mail system is a service provided to faculty, staff, and students for official University business only; it is not to be used for personal gain, political, religious, or special interest purposes.

## **Schedule/Duties**

As the supervisor, it is your responsibility to ensure that the Student Employee understands the general workplace procedures and schedule and is trained to complete their specific assignment.

## **Personal Appearance**

You, as a supervisor, have the authority to require specific reasonable personal appearance regulations to dress and personal hygiene. Student Employees should be expected to present a neat and clean appearance while scheduled to work.

## **Use of University Vehicles**

Student Employees required to operate a University vehicle must possess a valid driver's license, have a good driving record, and must be authorized by the immediate supervisor and take the state driver's training.

## **University Property**

University programs, personnel, time, titles, and property, including equipment, systems, vehicles, information, supplies, and office space, are to be used in conducting authorized business of the University. Use of such for personal benefit or gain may be grounds for disciplinary action.

Student Employees are responsible for securing the University building, office, room, equipment, and other keys assigned to them for work-related reasons. When employment ends, students are expected to return any keys they may have been issued.

## **Work Ethics and Confidential Information**

While at work, Student Employees may learn confidential information about the business, other students, parents of students, or other university personnel. This information is strictly confidential and should not be discussed with others except within the scope of carrying out their University duties. You should ensure Student Employees are aware of this obligation, and you may ask a Student Employee to sign a confidentiality agreement if the information is particularly sensitive.

## **Sexual Harassment Policy Commitment**

West Virginia University is committed to providing its faculty, staff, and students with a work and educational environment free from all forms of sexual harassment. Therefore, sexual harassment, in any manner or form, is a violation of University policy and expressly prohibited. All Faculty, students, and staff of the University are expected to acquaint themselves with this policy. Located here:

## **Complaint Procedures**

Any applicant for employment, current, or former employee or student (herein referred to as complainant) at WVU may file a discrimination complaint with the Division of Diversity, Equity, and Inclusion at West Virginia University at (304) 293-5496. For more information, go to: [diversity.wvu.edu/equity-assurance/policies-and-procedures](https://diversity.wvu.edu/equity-assurance/policies-and-procedures)

## **Workplace Violence**

West Virginia University is committed to preventing workplace violence and maintaining a safe work environment. To provide a safe and healthy work environment for its employees, customers, students and visitors the University expects Student Employees to follow rules of conduct that will protect the interests and safety of all employees and the university.

## **Solicitation**

Solicitation and the selling of products or articles on University property, owned or leased, are prohibited; except, by organizations and groups directly affiliated with and recognized by West Virginia University, and authorized by written approval of the university's president/designee.

## **Reporting Child Abuse or Neglect**

The purpose of West Virginia Board of Governance Rule 1.7- Rule on Child Protection, West Virginia University is committed to protecting children on University premises or involved in University-sponsored programs at all geographic locations. The University works to provide guidance on reporting requirements for Child Abuse or Neglect; providing guidelines for appropriate supervision of children and ensuring the University complies with all federal and state laws and regulations regarding the employment of children.

If any Member of the University Community observes or has a reasonable cause to suspect that any type of Child Abuse or Neglect, including but not limited to physical or sexual abuse, he or she must immediately report the circumstances to the Title IX Coordinator at:

### **Title IX Coordinator**

#### **Division of Diversity, Equity, and Inclusion**

#### **Equity Assurance Office**

1085 Van Voorhis Road Suite 250 | P.O. Box 6202 Morgantown, WV 26506-6202

Phone: 304-293-5600 | Fax: 304-293-8279

[Email: titleIX@mail.wvu.edu](mailto:titleIX@mail.wvu.edu)

For more information, visit the University's website for policies regarding children on campus at: [diversity.wvu.edu/equity-assurance/children-on-campus](https://diversity.wvu.edu/equity-assurance/children-on-campus).