



# **Raider Student Employee Handbook**

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## Definition of a Student Employee

A student employee is a part-time employee who is enrolled at Southern Oregon University for the primary purpose of achieving a degree. As such, the employment is temporary and incidental to the pursuit of an academic program. A student is eligible for student employment if they have regular student status or are enrolled at SOU for a minimum of 6 credit hours for undergraduate and 5 credit hours for graduate students. To be eligible for student employment during summer break or a quarter established as an educational leave, the student must be in regular student status the preceding or following term.

## Maximum Hours of Employment

Student Employees are students first and foremost and, in recognition of this, are limited to working a maximum of 20 hours per week (total for all departments) during any week in which regular classes are scheduled. A student employed with more than one department needs to coordinate their schedule with both areas so as not to exceed the 20 hour per week maximums. In emergency situations that require the specialized skills of a Student Employee, it is permissible for a Student Employee to work up to 30 hours per week for a limited duration. The supervisor must provide written rationale for this exception and obtain approval from the Human Resource Services before the Student Employee works the additional hours. **Due to federal work study and visa requirements for international students, these positions may not work more than 20 hours per week, no exceptions.**

During term breaks in which no classes or examinations are scheduled, a Student Employee may work a maximum of 40 hours in a week. Student Employees shall not be authorized to work overtime, no exceptions.

## Employment for Minors (ages 14-17)

The employment of Student Employees between the ages of 14-17 requires compliance with child labor laws.. Proof of age must be verified (i.e. original passport, driver's license or birth certificate). For additional information, please visit the Bureau of Labor (BOLI) regulations or contact Human Resource Services at 541-552-8553 or [hrs@sou.edu](mailto:hrs@sou.edu).

# Types of Student Employment

## Federal Work Study

Federal Work Study is a financial aid program designed to assist students in earning money to meet their college expenses. To be eligible, a student must have filed a Free Application for Federal Student Aid (FAFSA) and have a work study allocation of funds. Students are strongly encouraged to file early. The application opens October 1st of every year. Be sure to select yes for work-study on the FAFSA application. Each eligible student is awarded an amount of funds per term that determines the maximum number of hours per week that may be worked. For on-campus positions, the federal funds pay 90% of the student's wage and the employer matches the other 10% of the wage and worker's compensation, which is 1.5%. Students should contact the Financial Aid office at 541-552-6600 or [finaid@sou.edu](mailto:finaid@sou.edu) to confirm their federal work study eligibility.

## Non-Federal Work Study

Non-Federal Work Study positions are funded 100% by the department.

## PEAK

The PEAK program is designed to provide students with on-campus employment opportunities that encourage rich relationships with faculty and staff, foster professional curiosity and competency, and engender a sense of substantive contribution to the SOU community. Departments are responsible for only 25% of a PEAK student employee's salary, with the PEAK program covering the remaining 75%. For information about PEAK positions or eligibility, please contact Career Connections at 541-552-6131.

## International

International students should contact the Office of International Programs at 541-552-6336 to confirm student employability and discuss the employment processes.

# Steps To Become a Student Employee

There are some differences in the hiring process for each type of employment.

## First Time Raider Student Employee

1. Apply to the position of interest online, via RaiderJOBS (Handshake). If your application is selected a supervisor will contact you for an interview. If offered the position, accept the verbal job offer.
2. Access the unique link emailed by Human Resource Services and complete the required employment paperwork through digital onboarding.
3. Immediately visit Human Resource Services (Churchill Hall, Room 159) to furnish the original identification documents required for the I-9. Once complete, your supervisor will be informed that you are authorized to work.
4. Meet with your supervisor to get oriented with the department and clarify position requirements and submit hours worked for approval through Web Time Entry (Banner).

## Returning Raider Student Employee (Student employee returning to school but working a different position than held previously)

1. Apply to the position of interest, via RaiderJOBS (Handshake) and accept the verbal job offer.
2. Access the unique link emailed by Human Resource Services and verify your existing employment information remains current. If not, complete the required employment paperwork through digital onboarding. Once complete, your supervisor will be informed that you are authorized to work.
3. Meet with your supervisor to get oriented with the department and clarify position requirements and submit hours worked for approval through Web Time Entry (Banner).

## Reappointed Raider Student Employees (Student employees returning for the same position held previously)

1. If your department would like to reappoint you to the same position for the next fiscal year, they will work directly with Human Resource Services.
2. Once complete, your time sheet will be available and you may continue to enter submit hours worked for approval through Web Time Entry.

## Driver Clearance

Student employees driving on university business, whether through a rental or personal vehicle, must be cleared to drive prior to the trip. You should speak to your supervisor to determine if your position will involve driving on university business. If driver clearance is needed, you can find the necessary information at <https://inside.sou.edu/sc/driver-clearance.html>. For additional information, please contact the Service Center at 541-552-6700 or [servicecenter@sou.edu](mailto:servicecenter@sou.edu).

## Criminal History Checks

Some student employees may be required to clear a criminal history screening or background check prior to being hired for certain positions and in accordance with the [SOU Criminal Background Checks Policy \(FAD.050\)](#). If it is required, you will be prompted to complete a Consent to Criminal History Check form during your digital onboarding experience..

## Work Schedules

Your schedule is planned around your classes and activities and within the framework of department operation. Some schedules may stay the same during the entire year, while others may change on a regular basis. You may be scheduled to work on weekends, holidays, and academic breaks. If you have a conflict for any reason, including classes or other campus activities, please see your supervisor.

Student hourly employees do not receive paid holidays, and holidays for which regular staff are paid are not considered "hours worked" for student hourly employees.

## Attendance Policies

If you are scheduled to work and are unable to do so, it is your responsibility to notify your supervisor in advance of your scheduled shift.

## Absences

The supervisor should provide instructions for reporting absences according to procedures established by the department. Unforeseen absences due to illness or other uncontrollable circumstances should be reported immediately. Planned absences must be arranged in advance and approved by the supervisor.

## Campus Closures

Students will be notified of inclement weather or hazardous conditions closures through the SOU Alerts (RAVE) System. You may manage your alerts via [InsideSOU.edu](https://inside.sou.edu).

## Time Reporting and Pay Periods

Student pay periods begin on the 13th of the month and run through the 12th of the following month. SOU has only one payday per month, and it is ALWAYS the last business day of the month. If the last day of the month falls on a holiday or a weekend, payday will be the business day prior to the last day of the month. Student Employees are strongly encouraged to enroll in direct deposit via the digital onboarding experience. Paper checks may be picked up (with photo ID) at the Payroll Services Department, Churchill Hall Room 143.

Student employees are expected to report to their work area punctually, appropriately dressed and adhere to the following instructions:

1. Report all hours worked accurately and as a true representation of the work performed.
2. Before leaving work, let your supervisor know.
3. Work only the hours scheduled, unless your supervisor approves a change.
4. Timekeeping fraud may result in termination. Fraudulent activity includes, but is not limited to:
  - a. Completing a timesheet for someone else.
  - b. Altering beginning or ending times of your scheduled work hours (unless approved by your supervisor).
  - c. Reporting hours not actually worked.

### Accessing Time Sheet

1. Log into [inside.sou.edu](https://inside.sou.edu).
2. Click on the Student Employment link in the Online Services menu. This will take you to the Banner Self-Service Page.
3. Locate the "Employment Details" section and select "Time Sheet".
4. Choose the appropriate job by selecting the radial button under "My Choice".
5. Select the correct pay period using the drop down menu in the "Pay Period and Status" column.
6. Select "Time Sheet".
7. Verify time sheet is for correct job and pay period.

### Entering Hours

1. Select "Enter Hours" for pay row and date column.
2. In the first empty field, enter arrival time. Make sure to select AM or PM.
3. In the second empty field, enter departure time. Make sure to select AM or PM.
4. Save hours entered with save button.
5. Select next day to enter time for next day.

## Submitting for Approval

Student employees have until 11:59 pm the next business day after the end of the pay period to submit time sheets for approval to supervisor.

1. Verify hours entered are correct.
  - a. May use the “Preview” mode to see entire period or navigate through weeks in the Time and Leave Reporting screen.
2. Select “Submit for Approval”.

## Rights & Responsibilities

You should consider your part-time position as an important job that can impact your future work experience. You are now part of the SOU work force and your department depends on you. The following are your rights and responsibilities as a student employee:

### Benefits

Individuals working as student employees are covered by workers’ compensation insurance for on-the-job illnesses or injuries and are eligible for Oregon Sick Time.

### On-the-Job Illness/Injury Workers’ Compensation

A student employee must report any work-related injury or illness to the student employee’s immediate supervisor, or in that person’s absence, any department supervisor or the department director, immediately after it occurs. Workers’ Compensation and Incident Report forms are available in the department office or from Human Resource Services, Churchill Hall 159. In an emergency, call Campus Public Safety (CPS) at 541-552-6911 from any campus phone.

### Sick Leave

Non-Federal Work Study positions are eligible for sick leave through Oregon Sick Time Law. Student employees accrue 1 hour of sick time for every 30 hours worked. Any sick leave taken counts as hours worked in the week. In some instances, the supervisor can reschedule work during the week so that the student does not miss any working hours and sick leave will not be taken. For additional information, please visit <https://inside.sou.edu/hrs/oregon-sick-time-law.html>.

## Meal and Work Breaks

Work breaks are computed on the following basis:

- Paid 15-minute breaks for every 4 hours straight time, to be taken in the middle of the work period.
- Student employees working a shift of 6 or more consecutive hours consecutive hours must take an unpaid meal break of a minimum of 30 minutes.
- Student Employees taking a meal break during the work shift must enter the break time in Web Time Entry.

## Conduct as a Student Employee

A student employee is expected to meet certain standards of conduct and policies which would ordinarily be expected of an employee representing the University in any position. Supervisors are responsible for communicating standards of conduct to student employees upon their hire.

## Dress Requirements and Grooming

The University expects that each student employee's appearance, personal hygiene, and dress will be neat, clean, and appropriate to the job. The department is responsible for establishing and communicating dress guidelines for student employees, and any requirements for wearing protective clothing and/or equipment due to the nature of the job responsibilities.

## Discipline

When a student employee's conduct violates an SOU or department policy or constitutes misconduct, or when a student employee's performance does not meet the expectations or requirements of a position, the supervisor determines if corrective action is needed. If corrective action is the appropriate response, the supervisor begins the process within a reasonable time of the supervisor's knowledge of the situation. Corrective action must be appropriate to the issue and may be non-disciplinary such as training, coaching, a performance plan, or a letter of instruction; or it may be disciplinary such as a written reprimand, suspension, demotion, reassignment, or dismissal.

The following are examples of reasons for which a student employee may be disciplined:

1. Failure to complete assigned work
2. Excessive tardiness or unexcused absences
3. Falsifying payroll or time card information
4. Dishonesty
5. Breach of security or safety
6. Insubordination
7. Sleeping or other inattention to duty
8. Reporting to work impaired due to the use of alcohol or other substances

## Grievance Procedure

Your supervisor can solve most employment concerns. Maintaining an open line of communication with your supervisor is a good foundation for now and in the future.

Tips:

- Don't assume that your supervisor already knows about your concern.
- Clearly and concisely state it.
- Use objective language and describe observable behaviors.
- It's a good idea to put it in writing.
- Being ready with possible solutions is a great demonstration of professionalism and can go a long way toward solving the problem.

If you have not come to a satisfactory solution with your supervisor, or if you feel uncomfortable approaching the supervisor because of the type of concern, you should take the complaint to that person's supervisor (or department head). Human Resource Services can assist you if you are unable to come to a satisfactory solution. Please contact 541-552-8553 or [hrs@sou.edu](mailto:hrs@sou.edu) to schedule an appointment.

Discrimination grievances must be filed within 180 days of the incident with the Office of Equity Grievance at 541-552-7079. The Director of Equity Grievance will consult with the student to determine possible avenues of resolution, including pursuing the formal grievance process.

Non-discrimination grievance complaints must be filed within thirty (30) days following the incident unless an exception is granted, as defined in OAR 573-075- 0100.

## Policies

Listed below are some policies related to employment at SOU. As an employee, you are expected to read, understand, and comply with all applicable policies. For a complete listing of policies, visit <https://inside.sou.edu/policies/all-policies.html>.

## Sexual Harassment

All employees and students have the right to work and learn in an environment free from harassment, which is unwelcome and unwanted sexual attention. Sexual harassment is illegal, and Southern Oregon University prohibits harassment of its employees and students in any form. Sexually harassing conduct includes repeated offensive sexual flirtation, advances, proposition, continued or repeated abuse of a sexual nature, sexually orientated humor, graphic verbal comments about an individual's body or clothing, the display in the workplace or learning environment of sexually degrading objects, sexually threatening behavior or any undesirable physical conduct.

## American Disability Act (ADA) Information

Students with disabilities have the right to a discrimination-free workplace. This means:

- Questions related to a disability cannot be asked during an interview, though the employer can ask if you can do the essential functions of the job, with or without accommodation.
- Disability cannot be considered as a basis for any punitive employment actions, such as firing, lack of promotion or disciplinary procedures.
- Student employees have the right to ask for reasonable disability-related adjustments in their workplace. Requests for adjustment, or accommodation, should be made to your immediate supervisor. Decisions regarding accommodations will be made among the supervisor, the employee, and Human Resource Services.
- If you are receiving accommodations in your classes, some of those accommodations may be helpful to you in your work environment as well. Discuss these with your supervisor.
- Student employees are covered by Title 1 of the Americans with Disabilities Act (1190, as amended) and Oregon's disability law, ORS 659.400.
- Southern Oregon University is committed to providing reasonable workplace accommodations to qualified employees with disabilities. Pursuant to the ADA, SOU will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

Workplace accommodations are intended to assist individuals with disabilities overcome limitations that interfere with their ability to perform the functions of their job, to engage in the application process and to enjoy the benefits and privileges of employment. Examples of disability-related accommodations include ergonomic furniture, modifications to university policies, assistive technology, reassignment of marginal job functions, or extended leave.

Human Resource Services administers the university's disability accommodation process for student employees and applicants. This includes determining whether an employee's medical condition constitutes a disability as defined under the Americans with Disabilities Act, as amended, and working to ensure that employees with disabilities have an opportunity to engage in an interactive process with the objective of providing reasonable accommodations that will enable them to perform the essential functions of their job. Each request for accommodation is assessed on an individual basis.

As an initial step in the accommodation process, please contact the Leaves and Accessibility Coordinator in Human Resource Services. Please see the Human Resource Services webpage for accommodations at <https://inside.sou.edu/hrs/fmla-ofla.html#accommodations> for additional information.

## Drug-Free Workplace

Consistent with state and federal law, Southern Oregon University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol are prohibited at any site where work is performed on behalf of SOU. This includes marijuana.

## Firearms

Members of the university workforce are prohibited at any time while on any property owned, leased, or otherwise controlled by the University, or elsewhere in the course of their employment with the University, from possessing or using any firearm. This applies regardless of whether the member of the workforce has a concealed weapon permit or is otherwise authorized by law to possess, discharge, or use a firearm.

## Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student records, including financial, academic, and employment. The University, and its employees, maintain student records with extreme confidentiality and only provide release in accordance with FERPA guidelines.

## Title IX

Southern Oregon University recognizes that the provisions of Title IX through the Campus Sexual Violence Elimination (SAVE) Act extend to sexual harassment, sexual violence, dating and domestic violence, and stalking behavior. As an institution, we have a duty to stop, prevent, and remedy any reports of sexual misconduct that affect the members of our campus community. The Title IX Coordinator and Deputy Coordinators will be responsible for ensuring that the survivor has been made aware of all options for resources, as well as conduct an administrative investigation of the incident. The Title IX investigation is not a criminal investigation.

## SOU Statement on Diversity

The strength of curricular and co-curricular experiences depends upon a campus community rich in diversity of ethnicity, race, gender and gender identity, nationality, age, language, religious affiliation, sexual orientation, socioeconomic background, disability, and political affiliation. Without this diversity, the educational process is diminished.

The appreciation of differences requires all members of this academic community to seek knowledge and understanding through their own unique lenses as well as to recognize the perspectives and needs of others.

Southern Oregon University embraces the following commitments:

- We are a welcoming community committed to inclusive excellence and celebration of difference.
- We pay close attention to the cultural differences learners bring to the educational experience.
- We focus on intellectual and social development through the learning outcomes of knowledge, skills, responsibilities, and integrative abilities that a twenty-first century university graduate must achieve.
- We challenge each student to achieve academically and contribute to learning in partnership with members of the campus and the larger community.

## University Reporting Responsibilities

The University strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the University has reporting protocols for its employees with respect to certain conduct involving suspected child and elder abuse, child pornography, and allegations of sexual assault.

The reporting protocols for University employees are straightforward:

- **Mandatory reporting:** If, in your position at SOU, you suspect a child or elder may be abused or neglected, you must contact 911 or the Department of Human Services within 24 hours. If you are unsure if you should report, you can contact Human Resource Services or Dean of Students.
- **Title IX (Sexual Violence/Harassment, Stalking, Intimate Partner Violence):** If you receive an allegation of these things related to a member of the University community (faculty, staff, or student), complete the Southern Oregon University's Anonymous Harassment, Violence, and Interpersonal Misconduct Reporting Form. ([https://ife.qualtrics.com/form/SV\\_7R7CCBciGNL473L](https://ife.qualtrics.com/form/SV_7R7CCBciGNL473L)) OR contact the confidential advisor 541-552-7079.
- **Child Pornography:** If you become aware of suspected child pornography on SOU IT Resources, you must contact 911 or Campus Public Safety immediately.

Employees who have questions about the reporting protocols may contact the Office of Equity Grievance, Human Resource Services, Dean of Students, or the Office of the Provost.

## Bias Reporting

What is Bias?

A bias incident is an action in which an individual is made aware that their status is offensive to another, but does not rise to the level of a crime. Bias incidents involve actions committed against a person or property that are consciously or unconsciously motivated by a bias against race, religion, sexual orientation, ethnicity, national origin, ancestry, gender, gender identity or expression, age, or disability.

How do you report bias?

Clicking on the Report Bias Here

([https://cm.maxient.com/reportingform.php?SouthernOregonUniv&layout\\_id=4](https://cm.maxient.com/reportingform.php?SouthernOregonUniv&layout_id=4)) link will take you to the SOU Cares Report, where you have the ability to select the Hate/Bias Report type. This report will be submitted to the chair of the Bias Response Team, who will then assemble the rest of the group to discuss the nature of the incident and reach out to the parties who are impacted. You can also meet with a member of the Bias Response Team to process the incident. You may find a list of Bias Response Team members at <https://inside.sou.edu/diversity/bias-response-team.html>.

## Cares Reporting

SOU Cares reports help inform the Dean of Students and the Student Support Network (SSN) by identifying students who may benefit from extra resources, support, or intervention. You are encouraged to submit a Cares report

([https://cm.maxient.com/reportingform.php?SouthernOregonUniv&layout\\_id=4](https://cm.maxient.com/reportingform.php?SouthernOregonUniv&layout_id=4))

when intervention is required, or simply when you are concerned about another SOU student.

Areas of concern for SOU Cares reports may include:

- Mental health or emotional issues
- Academic performance
- Family concern
- Relationship issues
- Personal illness or injury
- Alcohol or other drug use
- Academic integrity
- Distressing, disruptive, or threatening behavior
- Hate and/or bias-related incident
- Crime victimization

# Emergency procedures

## Fire

- Take a moment to identify the locations of the fire extinguisher and fire alarm nearest to your location.
- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building's fire alarm.
- Leave the area.
- Next, call 2-6911, and give your name, SOU department, and the location of the fire. Location is very important: 911 will see all campus phone numbers as SOU, but not a specific campus location.
- If the fire is small and you are familiar with fire extinguishers, you may fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire.
- If the fire is large, very smoky, or rapidly spreading, leave the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.
- When the fire alarm sounds, do not use an elevator. It may become inoperative, becoming a trap. Give assistance to disabled persons using stairs. If you are disabled, yell for help to get down stairs.
- Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel.
- Notify either security or fire personnel on the scene if you suspect that someone may be trapped inside.

## Bomb Threat

- Bomb threats usually occur by telephone.
- The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller. Write down the exact words used in the threat while they are still fresh in your memory.
- Call 2-6911 and give your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time you received the call.
- Inform your supervisor and/or department head.
- Campus Public Safety or campus authorities designated by them will be responsible for building evacuation.
- If you should spot a suspicious object, package, etc., report it to authorities immediately. Under no circumstances should you touch it, tamper with it, or move it in any way. Call Campus Public Safety at 2-6911.
- If instructed to evacuate, move a safe distance away from the building or behind barriers as directed. If severe weather conditions exist, you may move to another building a safe distance away. Do not re-enter the building until instructed that it is safe to do so.

## Crime in Progress

- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, skin color, approximate age, clothing, method and direction of travel and the suspect's name, if known. These descriptions only take a few seconds, and are of great help to the investigating officers. If the criminal is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
- Call Campus Public Safety at 2-6911. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by security personnel or police.