

Penn State Erie, The Behrend College

Student Employment Handbook

A Helpful Guide for Students and
Student Supervisors

TABLE OF CONTENTS

WELCOME	2
MISSION STATEMENT	2
VISION STATEMENT	2
GOAL STATEMENTS	3
EQUAL OPPORTUNITY	3
SCHEDULING	3
ABSENCES AND TARDINESS	4
NOTIFICATION OF ILLNESS	4
TRAINING	4
SALARIES	4
BREAKS	4
APPEARANCE REQUIREMENTS	4
SAFETY	5
SEXUAL HARASSMENT	5
OPEN DOOR POLICY	5
CORRECTIVE ACTION	6
JOB DESCRIPTIONS	6
CELL PHONES	6
STUDENT EMPLOYEE HANDBOOK AGREEMENT	7
CONFIDENTIALITY STATEMENT	8

WELCOME

Welcome to Penn State Erie, The Behrend College! As part of our student team, you will enjoy an environment that provides a fun working atmosphere, a flexible schedule, and an opportunity to meet many new and exciting people. This handbook is a guide to ensure that your working experience with Penn State Behrend is a favorable one. All student employees are expected to adhere to the guidelines set forth.

MISSION STATEMENT

As a four-year and graduate college within a land-grant and research university, Penn State Behrend, provides a high-quality, student-centered teaching and learning environment. The college also provides strong research and outreach programs with a particular focus on serving the tri-state region's economic, social, and intellectual development.

Specifically:

- * College offers carefully selected bachelor, graduate, and associate degree programs in a technologically advanced academic environment. Students select an academic major in a traditional liberal arts and sciences discipline or professional program.
- * A student-centered philosophy prevails, one which emphasizes student success and involvement, teaching excellence, and close student-faculty-staff interaction. Students are provided with significant undergraduate research opportunities and with a wide range of out-of-class programs and services that complement their in-class educational experiences.
- * College's research, scholarship, and outreach activities are highly integrated with its teaching mission.
- * College provides a climate that promotes international understanding and multicultural awareness and respect.
- * Integral to its land-grant status, college offers a comprehensive outreach program through educational programming, applied research and technology transfer, cultural and social activities, and intellectual and organizational leadership.

VISION STATEMENT

Penn State Behrend, aspires to regional and national recognition as a high-quality, four-year and graduate college within a major land-grant and research university.

Achievement of this vision will be determined by:

- * Consistent ranking as a top-tier regional public institution in recognized national rankings.
- * Consistent ranking as one of the top three public institutions in Pennsylvania on quality indices.
- * Recognition of individual graduate programs in national publications.
- * Consistent ranking as the best among all Penn State locations on measures of student satisfaction with their educational experience.
- * Recognition regionally as the high-quality partner of choice for instructional, research, and outreach services.
- * Research and grant expenditures surpassing \$5 million annually.

GOAL STATEMENTS

- To ensure the long-term fiscal integrity of the University through professional management and stewardship of University resources, and to consistently provide quality, value, innovation, and excellence.
- To effectively manage and develop human resources within Penn State Behrend, while providing optimal personal satisfaction and professional growth in a diverse, enriching, challenging, and stimulating environment.
- To effectively communicate internally and externally, and encourage a free exchange of ideas.
- To develop, share, and utilize technology systems to maximize market share, increase workplace efficiency, open up services to new markets, and identify current opportunities for growth.
- To develop, market, and integrate programs and services that support Penn State's mission of teaching, research, and service.

EQUAL OPPORTUNITY

Penn State Behrend is an equal opportunity employer, and provides employment, compensation, promotion, and other terms and conditions of employment without regard to race, gender, color, sexual orientation, religious creed, age, disability, veteran status, ancestry, or national origin.

SCHEDULING

Student employees are limited to working 20 hours per week with a maximum of eight hours per day, including any time worked in another department of the college. Student employees working in other departments are required to inform each supervisor of their other position. It is the responsibility of the student employee to ensure that he/she does not exceed the 20 hours per week limit. It is also the responsibility of the student employee to inform the supervisor if he/she drops from full-time student status.

Student employees may be required to submit class schedules before the end of the first week of the semester. Scheduled work hours and other important information are posted in advance. Any schedule conflicts need to be addressed with the supervisor in a timely manner.

A two-week written notification may be required in order to receive a "good-standing" recommendation for termination of employment. A good-standing recommendation implies that a student is eligible for rehire. The student must work out the entire two weeks. This notice will not be accepted prior to or during finals week.

ABSENCES AND TARDINESS

An absence is the failure to report for work. Calling off to study or to do homework is not an acceptable excuse.

Tardiness occurs when an employee is late more than one-tenth of an hour past the scheduled time to report to work.

NOTIFICATION OF ILLNESS

When a student employee is sick and cannot make arrangements for a substitute, the supervisor should be notified at least two hours before the scheduled time to report.

TRAINING

Student employees receive training from their supervisors or other students.

SALARIES

Student employees are hired at a standard hourly rate for work performed. Current wage information can be obtained from a supervisor. Hourly rates are confidential, and should not be discussed with other employees.

Student employees receive a bi-weekly paycheck through direct deposit. Pay periods are posted. It is the responsibility of the student employee to complete a Right to Know form, a Worker's Compensation form, a W-4 form, an I-9 form, and a salary deposit form (with a voided check or savings account information) to ensure that paychecks are processed on time. Pay periods are for two weeks of work. The first paycheck is held for two weeks. Paycheck duplicates may be picked up at the payroll supervisor's office.

Supervisors are responsible for evaluating the work performance of student employees. Merit increases may be granted when performance has been consistently outstanding. Merit increases may be awarded to student employees based upon, but not limited to, the following criteria: attendance/punctuality; attitude and cooperation; outstanding work performance (quantity/quality); and longevity of satisfactory service.

BREAKS

Student employees who work more than four hours are entitled to a 15-minute break. The supervisor has the discretion to specify when the break can be taken.

APPEARANCE REQUIREMENTS

Jeans are permitted at supervisor's discretion. Pants should not be ripped, torn, or stained. If you are in an office that deals with the public representing Penn State, you may not wear clothing from other schools while on the job.

SAFETY

Penn State Behrend desires to have a safe, hazardous-free environment. A safe work place is everyone's responsibility. Accidents are often caused by employee complacency, and can be prevented if all employees adhere to the following guidelines:

- Report all dangerous conditions to a supervisor immediately so they can be corrected.
- Use proper procedures when lifting heavy objects.
- Refrain from indulging in rough or boisterous play.
- Become familiar with the "Right to Know" policies and procedures within the first 30 days of employment. Police and Safety has a video and other information to educate employees about hazardous chemicals that employees may come in contact with while at work, such as those found in cleaning solution or in use in laboratories.

SEXUAL HARASSMENT

Penn State has a goal of providing a work environment free from unsolicited and unwelcome sexual advances and will utilize preventative measures to protect all employees. Sexual harassment includes, but is not limited to, the following: unwelcome sexual advances; requests for sexual favors; verbal or physical conduct of a sexual nature; an implicit or explicit condition of employment which affects employment decisions; or creating an intimidating, hostile, or offensive work environment. Sexual harassment will not be tolerated and conduct in violation of this policy may result in corrective action, up to and including termination.

If you feel that you have been sexually harassed, please contact Ken Miller in the Student Affairs office at (814)-898-6111. Penn State takes a strong stand against sexual harassment, and has a goal to provide an environment free from sexual harassment. All complaints of sexual harassment will be properly investigated. Appropriate corrective action, up to and including termination, may result if it is determined that sexual harassment did occur.

OPEN DOOR POLICY

Penn State Behrend knows that there will be times that you are unsure or uncertain of some duties and procedures while working in an operation. When there is a concern, a member of the office staff or their supervisor should be contacted. They will help clarify questions or concerns dealing with policies and procedures. All matters will be handled in a timely fashion.

CORRECTIVE ACTION

Rules and regulations are necessary in every organization. The best working conditions are present when employees conduct themselves with respect and consideration for themselves, fellow employees, fellow students, and the community served. Rules and regulations that have been established to provide for safety, happiness, and productivity of employees must be enforced to be effective. Violations of these rules and regulations will result in warnings and possible termination of employment as outlined here. The intent of imposing corrective action is to reeducate the employee on the importance and necessity of established policies. Three warnings will result in termination. These actions are at the discretion of the supervisor.

Warnings and or termination will result from, but are not limited to, the following:

Tardiness, each occurrence	½ warning
Absence without making arrangements to have shift covered	1 warning
Failure to notify a supervisor when unable to work when ill	1 warning
Failure to complete an assigned job responsibility	1 warning
Failure to meet safety and sanitation requirements	1 warning
Failure to comply with the dress code	1 warning
Disorderly conduct	1 warning
Theft of cash, equipment, food, or supplies	Termination
Making unauthorized long distance telephone calls	Termination

There are certain standards of behavior that all employees must observe as good citizens and good employees. All employees are expected to behave with pride and respect for the University, the department, and co-workers. Unprofessional, unethical, or illegal conduct is not permitted. All employees must abide by the following guidelines, which are necessary and reasonable for the proper conduct of business:

- Profane language is not permitted.
- Intoxicants/alcohol and illegal drugs are not permitted on University property.
- Smoking is prohibited in Penn State Behrend buildings.

JOB DESCRIPTIONS

Job descriptions are available from your supervisor.

CELL PHONES

Employees may be prohibited while working. Please check with your supervisor.

STUDENT EMPLOYEE HANDBOOK AGREEMENT

I, _____, have read and understood the Student Employee Handbook as established by Penn State Behrend. I agree to abide by the Policies and Procedures outlined in this handbook. I also understand that failure to follow these Policies and Procedures may result in disciplinary action, up to and including termination of employment.

Student Signature

Date

Supervisor Signature

Date

Form to be maintained in the student employee's personnel file as record of agreement with the handbook.

Penn State Behrend

Student Employment Confidentiality Statement

The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students' educational records. The law limits the release of student information and protects the privacy of students and employees with very strict standards related to federal regulations.

As a student aide employed by, and assigned to work with certain areas of the College, you may be granted access to confidential student information. This should not be divulged to co-workers who have not been authorized to obtain this information, or to fellow students or members of the general public. As an employee, you have been entrusted with the responsibility to maintain the confidentiality of all student records.

Your signature below indicates your understanding and agreement that you will not share or divulge confidential student information, and that any violation of student confidentiality could result in termination of your employment as a student aide, and may constitute just cause for disciplinary action, including but not limited to criminal and civil penalties.

Print Name

Job Title

Student Signature

Date

Supervisor Signature

Date

Form to be maintained in the student employee's personnel file as record of agreement with the confidentiality statement.