

2018-19 Student Guide to On-Campus Employment

The purpose of the Student Guide to On-Campus Employment is to provide a one-stop resource for students on the policies of employment at Saint Mary's College. This guide will be revised annually to remain current on federal, state and campus regulations. Additional questions or concerns can be addressed by contacting Student Employment at studemploy@saintmarys.edu

The Student Guide to On-Campus Employment is divided into several important areas that may be reviewed or printed from the highlighted links below.

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SECTION 1: INTRODUCTION AND POLICIES

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Saint Mary's College is proud to sponsor a large on-campus student employment program that supports many students who earn wages in order to contribute to their cost of attending Saint Mary's. Employment allows students to work and earn income while learning valuable work skills and employer expectations in the convenience of a college setting. Working on campus helps students connect to the campus community and has been shown to contribute to their academic success. This allows the students' educational experience to continue beyond the walls of the classroom and is part of Saint Mary's College's commitment to the growth of the whole person.

Student employment is also critical for the numerous departments across the Saint Mary's campus where students are hired to perform many different functions. Student employees are a vital part of the success of Saint Mary's College.

The Coordinator of Student Employment is committed to assisting students through the employment process, ensuring that Saint Mary's College remains in compliance with various federal, state and institutional regulations. This guide is intended to provide students with information on how to find a job. It also provides information on institutional policies, required documentation, important deadlines and your role as an employee.

Please read this manual thoroughly to help avoid confusion that cause frustrating delays in finding employment and receiving compensation for hours worked. The policies in Section 1 are taken from the Saint Mary's College Employee Handbook. For further clarification of any information in Section 1, please contact Human Resources.

1. The College's Responsibilities

Saint Mary's College makes every effort to provide good working conditions, maintain a competitive and equitable compensation system and to support the principles of fair and equal employment. The College expects reasonable effort and diligence in the performance of duties from the student employees. The College also expects student employees to adhere to appropriate customs and standards of courtesy, conduct and dress, and to support the principles included in the College's mission statement.

2. Equal Employment Opportunity Policy

It is Saint Mary's policy to ensure equal employment and educational opportunity without unlawful discrimination or harassment on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. Saint Mary's College prohibits any such discrimination or harassment. As well, as a part of our Catholic values, Saint Mary's College prohibits discrimination against an employee or student based on sexual or political orientation.

3. Sexual Harassment Policy

In our academic community, we seek to foster the fullest development of women's talents and aspirations by promoting intellectual vigor, aesthetic appreciation, religious sensibility and social responsibility. The mission of Saint Mary's College can be realized only in an atmosphere of mutual trust and respect. Actions which diminish such an atmosphere shall not be condoned or tolerated.

Saint Mary's College will not tolerate sexual harassment of its students or employees, nor will Saint Mary's College tolerate the unprofessional conduct which leads to sexual harassment.

Sexual harassment may be used to describe a wide range of behaviors. These behaviors are described in the Equal Opportunity Commission Guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when;

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,

- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance creating an intimidating, hostile, or offensive employment, education, or living environment.

In determining what conduct constitutes sexual harassment, the question will be determined from the perspective of a reasonable person of the gender and position of the person making the complaint.

Individuals from Saint Mary's College have been assigned the responsibility of becoming familiar with the issue of harassment and providing advice and counsel to employees offended by unwelcome comments or behavior. These individuals are: the Director of Human Resources, Vice President/Dean of Faculty and Associate Dean of Faculty.

How to Handle Offensive Comments or Conduct

If a student employee is faced with comments or conduct of a gender based or sexual nature which are offensive or threatening, the person is encouraged to handle the situation in a direct manner immediately by telling the person calmly, politely and clearly that the conduct is offensive and that the individual wants it to stop.

If the individual is reluctant to confront the individual directly, the individual may seek assistance by complaining to a person in a position of authority and asking for assistance. Student employees of Saint Mary's College may complain to the Director of Human Resources or head of the employee's department.

Notification and Investigation

All faculty members, managers and supervisors are responsible to immediately bring forth any complaint of harassment made by a student or employee, as well as any situation which they observe and believe may violate this policy. This information should be brought to the Director of Human Resources, Vice President/Dean of Faculty, Associate Dean of Faculty, or Vice President of Student Affairs. Complaints will be immediately and fully investigated once reported. To the extent feasible, the investigation will protect the privacy interests of all affected parties.

No faculty member, employee or student who makes a complaint in good faith or participates in an investigation in good faith shall suffer retaliation for being involved. Saint Mary's College will take the necessary action to assure that retaliation does not occur.

Discipline

Any person who is found to have violated this policy shall be subject to prompt and appropriate disciplinary action up to and including termination, as determined by Saint Mary's College.

Bad Faith Complaints

This policy shall not be used to bring a complaint in bad faith. Disciplinary action shall be taken against any individual found to have brought a sexual harassment complaint in bad faith for an improper purpose.

4. Drug-Free Workplace Policy

Saint Mary's College strives to provide a healthful, safe working environment for all employees. As part of this goal and in conjunction with federal law, the College has adopted the following policy regarding a Drug-Free Workplace. This policy, required by the Drug-Free Workplace Act of 1988, regards the work-related effects of drug use and the unlawful possession of controlled substances.

Student employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on campus or while conducting College business off campus is absolutely prohibited. Violations of this policy will result in action up to and including termination, and may have legal consequences.

The College recognizes drug dependency as an illness and a major health problem. The College also recognizes drug abuse as a potential health, safety and security problem. Student employees needing help with such problems are encouraged to contact the Health and Wellness or Counseling Centers.

Student employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off-campus while conducting College business. A report of a conviction must be made within five (5) days after the conviction. The College, in turn, will notify any and all federal agencies from which the College has received federal grants within ten (10) days of receiving actual notice of such conviction.

Within thirty (30) days, the College will take one of the following actions: 1) appropriate disciplinary action against such student employee, up to and including termination, or 2) require such student employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

It is the College's intention to make a good-faith effort to continue to maintain a drug-free workplace through the implementation of this policy.

Any problems concerning a student employee and this policy should be addressed with Human Resources.

5. Reporting On-the-Job Injuries

Accident prevention is the responsibility of each student employee of the College. In addition to performing her job in a safe manner, the student employee is also responsible for reporting any unsafe working conditions.

It is the responsibility of each student employee to be familiar with the safe working practices and procedures listed in the Saint Mary's College Fire/Safety Manual. Further, supervisors are responsible for reviewing the practices and procedures in this manual with his/her staff. All student employees of the College are responsible for following the established guidelines in this manual on fire evacuation, tornado and other natural disasters, bomb threats and explosions, power equipment safety, snow emergencies and disposal of toxic materials and/or waste.

All student employees who may be exposed to hazardous materials in their work area will receive annual Hazard Communication training. This training will include a review of the written program, an explanation of labeling and Material Safety Data Sheets (MSDS), a review of the health and physical hazards present, how to detect the presence or release of hazardous chemicals, and how to dispose of chemical waste.

All student employees should be instructed to immediately report any accident or injury to her supervisor and the Safety and Security Department. In addition, reports of accidents and/or injuries must be completed by both the employee and her immediate supervisor and forwarded to the Human Resources Department as soon as possible. Completion of this report will necessitate an investigation of the accident by the supervisor. Upon receipt of the report, the Human Resources Department will forward a copy to the Safety and Security Department for review by the Fire and Safety Committee. Continuing treatment for all work-related injuries must be authorized by the Human Resources Department. Injuries or accidents occurring after the Human Resources Department is closed that necessitate medical treatment should be referred to the Security Department.

Any unsafe working condition must be reported to the supervisor and the Maintenance Department. Emergency situations such as a fire or gas leak should be reported immediately to the Security Office (x5000).

On-the-job injuries of students are covered under the College's worker's compensation program and as such must be reported to Human Resources. Medical care is coordinated by Human Resources.

6. Rest Periods

Employees are eligible for two 15 minutes paid breaks during an 8 hour shift. The rest period is limited to a 15 minute absence from the job. The rest period is designed to provide for the safety and comfort of employees. Therefore, the rest period should not be used to cover late arrival to work or early departure, nor should it be regarded as cumulative if not taken. Rest periods are scheduled by the supervisor and may be standardized and staggered among employees. If lunch time is provided, it is unpaid.

SECTION 2: PURPOSE AND ROLES

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1. The Purpose of Student Employment

The student employment program represents an important financial resource to assist students in earning funds to offset the cost of a college education while at the same time providing a valuable workforce. Saint Mary's College is committed to assisting as many students as possible by providing employment opportunities based on the following principles:

- The student work experience enhances the educational development and growth of students by providing work related learning experiences.
- The student work experience provides professional and/or practical training in major areas of student academic pursuits.
- The student work experience is a vital part of the total financial assistance that is essential to aid students who, for financial reasons, might not otherwise be able to attend college.

2. The Role of On-Campus Offices

- **Career Crossings**
 - Advertisement of off-campus employment and internships
 - Career preparatory services such as resume writing, mock interviews, etc.
- **Financial Aid**
 - Processing of all Student Appointment Forms submitted by Supervisors
 - Processing Drop Forms sent from Supervisors
 - Determining financial need and awarding Federal Work Study to students who qualify
- **Payroll**
 - Ensures students payroll documents are up to date
 - Checks validity of student time cards
 - Process students' time cards
 - Works with Student Employment to ensure students are not working more than 20 hours a week
- **Student Employment**
 - Contact with supervisors and student employees
 - Updates all manuals and other Student Employment communication
 - Maintenance of online database College Central
 - Monitoring student eligibility and earnings for the Federal Work Study program.
 - Notifying supervisors and students when there are changes in Federal Work Study eligibility, or when students have exceeded the maximum amount of earnings.
 - Ensuring that Saint Mary's College remains in compliance with various federal, Title IV, state and institutional regulations.

3. The Role of the Supervisor

Supervisor responsibilities include:

- Directing new student employees to the Payroll Office to complete the I-9 form, W-4 form and the Deposit Agreement if not already completed.
- Submitting a Student Appointment Form to the Financial Aid Office upon hire and once all payroll documents are completed.
- Making sure that timecards are completed in **ink**, signed by the supervisor and the student and turned in by the due date for timely processing. **Note:** The supervisor signature provides confirmation that the student actually worked the hours reported.
- Providing training, supervision and evaluation of the student employee's performance.
- Establishing clear working goals.
- Delegating responsibilities.
- Setting a positive example of professional, polite and ethical behavior.
- Showing appreciation for exceptional work.
- Allowing for students input and ideas.
- Being an accessible supervisor.
- Being a teacher as well as a student.
- Encouraging risk-taking and decision making.
- Communicating openly and honestly.

4. The Role of the Student

Although students' first priority at Saint Mary's is to excel academically, student workers are expected to take their campus jobs seriously. The departments and services depend on them to perform important and necessary duties.

Each student is responsible for:

- Completing all tax documents (these only need to be completed once during attendance at Saint Mary's).
- Locating a position they are interested in obtaining via [College Central Network](#). This website is updated August 1 with any open student employment positions for the current academic year.
- Contacting the supervisor to schedule an interview, establish a work schedule and determine duties.
- Securing a job and working the hours necessary to reach the awarded work eligibility amount.
- Informing supervisor(s) of any changes to a work eligibility amount if Federal Work Study was awarded through the Financial Aid Office.

SECTION 3: STUDENT EMPLOYMENT ELIGIBILITY

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1. Types of On Campus Student Employment

There are two types of student employment on campus: regular campus employment and Federal Work Study (FWS). Campus employment is paid for with College funds. FWS is funded by the Federal government and Saint Mary's College, meaning the government pays a portion of the student wages and Saint Mary's College pays a portion of the student wages. Both types require that the student be both matriculated and enrolled at Saint Mary's College.

2. Federal Work Study Students

The FWS program is designed to provide students who have financial need with the opportunity to earn wages in order to assist with paying college expenses. Student eligibility is based on financial need as determined from the information provided on the Free Application for Federal Student Aid (FAFSA). Wages paid to work study students are subsidized by the Federal Work Study program.

Because eligibility to participate in this program is based on need, as determined by the information the student and her family provide on the FAFSA, students must complete that application each year in order to be eligible for FWS each year. The FAFSA is available online at www.fafsa.ed.gov.

In addition to being enrolled, students must also maintain the financial aid standards for satisfactory academic progress in order to receive federal financial aid, which includes FWS. Specific information about the financial aid standards of satisfactory academic progress can be found at <https://www.saintmarys.edu/financial-aid/policies/academic-progress>

The financial aid award letter notifies students whether or not they are eligible for FWS. In addition, students can find this information on PRISM. The award letter will indicate the gross amount of FWS that the student is eligible to earn. Students cannot begin working under the FWS program until school begins in August, and students must accept the award on PRISM to be paid by FWS funds.

3. Non Work Study Students

Campus (non FWS) employment is available to students who do not demonstrate financial need, according to the FAFSA, or to students who never apply for financial aid.

4. International Students

International students with an F-1 Visa status are allowed to work as regular, campus employment students. It is important that their I-20 is valid and current to maintain or seek student employment at Saint Mary's College. A social security card is also necessary for student employment. If a student has not yet obtained a social security card she needs to go to the Center for Women's Intercultural Leadership (CWIL) office, located in Spes Unica Hall, for assistance. New hire paperwork cannot be completed until the student brings the social security card to the Payroll Office. Similarly, monthly timecards cannot be processed until the social security card is reviewed and documented on the I-9 and W-4.

5. Hiring Minors

When a potential student employee is under the age of 18, it is necessary to contact Human Resources for direction. Human Resources will need to determine if the student can be hired and what hours she can legally work.

SECTION 4: FINDING A JOB

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1. Job Database

The Coordinator of Student Employment is responsible for maintaining the job postings on College Central Network. While departments are welcome to advertise positions in other ways, it is vital that they be advertised in the central database to assure that all students have equal access and opportunity in the campus employment process. This database is updated in the beginning of August for the following academic year. Jobs are open and advertised until the supervisor provides notification that the position has been filled.

All job descriptions are saved in the student job search engine and are available to view online at <https://www.collegecentral.com/saintmarys/>. The Career Crossings Office uploads all new students to the database in late July and sends students an email with instructions on how to use the College Central Network resource.

2. Interviewing

Interviews are an important step in a student's progress toward becoming a confident and able participant in the world of work. The job search provides a valuable experience. A large measure of confidence can result from a job interview and the discussion of qualifications and skills. The main purpose of the interview is to determine if the student is capable of meeting department employment needs. It also allows the student the opportunity to determine if she feels qualified and comfortable with the position. During the interview, both the employer and student need to come to some understanding of the expectations and style of the other person.

3. Complete the Hiring Documentation

The following paperwork must be submitted to the Payroll and Financial Aid Office upon hiring of a student. Students cannot be paid until all Payroll and Financial Aid documents are completed and submitted:

Payroll Documents*:

- Form I-9
- W-4 form
- WH-4 form
- Deposit Agreement

All documents can be found on the student portal.

- Log into your mySaintMarys account
- Click on Portal Communities
- Select Financial Aid
- Select Student Employment (left side)
- Forms and Instructions are located under Employments Requirements

Financial Aid Documents:

- Student Appointment Form (must be completed by the hiring Supervisor)

***IMPORTANT NOTE:** Do not attempt to have your supervisor complete the payroll documents for you because improper processing can result in large fines to the College. Instead, go to the Payroll Office in Le Mans Hall for assistance completing the forms.

4. Work Schedules and Attendance

Weekly work schedules are determined by the student and her supervisor each semester. The assignments are for 30 weeks excluding holiday and vacation times. A student is not allowed to work during scheduled class times. Once a work schedule has been arranged, it is expected that the student will adhere to that schedule. Supervisors plan their work schedules using the students' commitments to work at a particular time. If the student is unable to report at the scheduled time, she must contact her supervisor in a timely manner. Arrangements should be made to find a substitute and/or arrange another time to work the hours during that pay period. Students are expected to work their regularly scheduled hours during final examinations unless the hours directly conflict with examination times. The student must notify her supervisor if a conflict exists.

5. Orientation and FERPA Training

Supervisors must ensure that student employees have a clear understanding of their duties and responsibilities prior to beginning work.

Students need to clearly understand their duties and responsibilities as well as any specific expectations for their behavior and dress while on the job. At a minimum, a supervisor should explain:

- The hours students are expected to work,
- The way in which requests for time off will be handled,
- The steps students must take to notify the office if they are ill and
- The appropriate manner of dress for their work environment.

Supervisors should also remember to provide basic information, such as the location of rest rooms, where coats and personal belongings should be kept, when and where breaks may be taken and if food or beverages are allowed at the student's workstation.

If students will have access to the records of other students, supervisors should provide all student employees with Family Education Rights and Privacy Act (FERPA) training. FERPA requires that Saint Mary's College maintain the privacy of all student education records.

SECTION 5: PAY INFORMATION

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1. Student Employment Pay Rates

Student pay rates are established by the Vice President for Finance and Administration. The 2016-17 pay rates are listed below. There are currently 4 rate levels available for student positions:

- Level 1: \$7.25 per hour
All desk worker positions fall under this level and pay rate.
- Level 2: \$7.35 per hour
The majority of positions on campus fall into this category. Examples of this position include all clerical, departmental assistants and positions requiring intermediate skill levels.
- Level 3: \$7.75 per hour
This level is the base pay rate for all Food Service workers, all Federal Work Study Community Service positions and returning Phon-a-thon workers.
- Level 4: \$8.00 per hour
All managerial positions fall under this level and pay rate. Managerial positions require special certifications and/or advanced skill levels.

2. Stipend Paid Positions

Federal Work Study funds **cannot** be used to pay stipends. Students working in these positions are required to complete all necessary payroll documents and deposit agreements. These positions do not fill out timecards. Some positions are paid on the same dates as regular student employees and some are paid one lump sum at the end of the school year.

3. Grant Paid Positions

Grant paid students follow the same guidelines as regular student employees. All payroll documents need to be completed and submitted to the Financial Aid Office. Timecards need to be completed and will be processed on the same schedule as regular student employees. Grant paid students **cannot** be paid from the Federal Work Study program.

4. Submit Timecards

Timecards are mailed to supervisors from the Payroll Office before the beginning of each pay period. If a timecard is not received, the student or supervisor must contact the Payroll Office to determine if the student has completed all the necessary paperwork. A timecard will then be mailed to the department. Only timecards issued by the Payroll Office will be accepted for payment.

Timecards must be completed in ink and must include the dates worked, exact time in, exact time out (include a.m. and p.m.), daily total hours, weekly total hours, and the student's and supervisor's signatures. A separate timecard must be completed for each department for which a student works. Improperly completed timecards will be returned to the supervisor(s) and will not be processed until all information is correctly completed, which may result in the withholding of wages until the following month.

Timecards are due by noon on the due date listed on the back of the timecard. Timecards submitted after noon on the due date will be paid the following month. The completed cards should be placed in the marked container outside of the Cashier's window in the Business Office.

5. Payday

Student employees are paid on a monthly basis. The pay schedule can be found on the reverse side of the timecard or at www.saintmarys.edu/student-employment. Each student must choose a method by which she will receive payment.

She may elect to have her earnings deposited into a bank account, deposited into her student account to be applied to her current tuition charges, or a combination of both.

Direct deposit is the quickest method for students to gain access to their funds. With direct deposit, earnings are deposited into a checking or savings account of the student's choice. Students are strongly encouraged to set up a bank account at 1st Source Bank into which earnings can be directly deposited. The College recommends 1st Source Bank because they have a full service branch and ATM's located on campus and no monthly service fees are charged to the student. If a problem results with a student's account, it can be corrected in a timely manner, usually within two business days. If the student uses another banking institution and a problem arises, there may be a substantial delay in resolving it. The 1st Source Bank deposit will be made to either a checking or savings account. There is no minimum balance requirement. 1st Source Bank will provide fifty checks free of charge for checking account customers. Resource cards for 24-hour banking are also available.

Students may instead choose to have their wages credited to their student account. This method allows students to use their earnings to assist with paying their current semester charges. If a student has a credit balance as a result of applying wages to her student account, then the student may authorize the College to hold these funds for future semesters.

Students are required to notify the Payroll Office regarding which option they have chosen by completing the Deposit Agreement form. Failure to do so will result in a delay in payment of earnings.

6. Earnings Limitations

Students who are being paid from the Federal Work Study program have a maximum amount of wages they can earn under that program. If a student earns the total amount of her Federal Work Study award before the end of the academic year, she would then be placed in the campus employment non need based program. The Financial Aid Office will notify the student and the department if a student is approaching her work limit.

All students, regardless of whether the student is paid from the Federal Work Study Program or from campus employment, are not allowed to work more than 20 hours per week from all campus jobs. In addition, students are not allowed to work during scheduled class time.

SECTION 6: EMPLOYMENT CHANGES, DISCIPLINE AND TERMINATION

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1. Employment Changes

If a student is studying abroad or chooses not to work during the fall semester but decides to work during the spring semester, she is to follow the same procedures as a student that has been employed throughout the year. She will be responsible for finding a job online, contacting the supervisor and setting up an interview.

If at any time, a student resigns from a position, it is her responsibility to give sufficient advance notice (two weeks if possible) to her supervisor that she is unable to continue working. Additionally, if a student withdraws or takes a leave of absence, she is no longer able to remain employed by the College. The supervisor needs to fill out a Student Employment Drop Form, which is only available in the Financial Aid Office. The Financial Aid Office will then inactivate the job in our Banner system and send the proper paperwork to the Payroll Office. This notifies the Payroll Office not to send anymore timecards to the corresponding department for the student.

2. Disciplinary Procedures

It is the hiring department's responsibility to orient and train the student worker to ensure that she understands the requirements and expectations of her position. However, there may be occasions when the performance of the student in her job is below expectations. In those situations, a progressive disciplinary process should be used to make sure that students have the opportunity to learn from their own mistakes, to correct their own errors, and to understand why they are being disciplined and/or terminated.

3. Progressive Disciplinary Process

The progressive disciplinary process consists of: an oral warning, followed by a written warning, followed by dismissal.

Grounds for progressive disciplinary action include, but are not limited to:

- Excessive tardiness
- Excessive unexcused absenteeism
- Disobedience and insubordination
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to a person or damage to property
- Reluctance or failure to meet job requirements
- Unsatisfactory completion of job assignments
- Failure to work with the public or coworkers in a courteous, professional manner
- Excessive time spent conducting personal business on the phone, on the Web, with friends, or in other manners during work hours.

4. Immediate Termination

Certain situations may require immediate termination. In these situations, the standard progressive disciplinary procedures will be bypassed. Grounds for immediate termination include, but are not limited to:

- Theft
- Falsifying timecards or other College documents
- Gross negligence resulting in serious injury or damage to property
- Improper disclosure or use of confidential information
- Physical violence, obscene language, or other threats when dealing with the public or other staff members
- Being at work under the influence of illegal drugs or alcohol
- Immoral conduct or indecency, including sexual harassment; or
- Unauthorized possession of firearms or explosives.

SECTION 7: PAYROLL FORMS

1. I-9 Form: Employment Eligibility Verification Form

The information contained in this form is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. At the time students turn in the I-9 form they also need to provide documentation to verify their identity. Students can refer to the back of the I-9 to learn which documentation they must provide.

2. W-4 Form: Federal Withholding Allowance Form

This form is completed so that the employer can withhold the correct federal income tax from an employees pay. Because tax situations may change, some employees may want to refigure their withholding each year.

3. WH-4 Form : State of Indiana Withholding Allowance

This form should be completed by all resident and nonresident employees having income subject to Indiana state and/or county income tax and is required for ALL students, even if they do not live in Indiana.

4. Deposit Agreement

This form allows a student to choose whether her earnings are credited towards her tuition bill or deposited into a bank account.

5. 1st Source Bank

If a student chooses to have her campus employment earnings deposited to her bank account, she may wish to open an account with 1st Source Bank. 1st Source Bank on campus has a package of banking services designed just for college students. It also includes a special checking account with unlimited check writing and no minimum balance to maintain. A Resource card for 24-hour banking is also available.