



Student Employment Guidelines 2018

Student Employment Guidelines

OVERVIEW

The Student Employment Guidelines provides information regarding the hiring and employment processes for student workers at Oregon Tech and its locations.

Oregon Tech provides employment opportunities to provide income opportunities and to gain practical work experience. **Student employees are students first and foremost.** Their employment as a student employee is secondary to their academic endeavors. University supervisors of student workers are to be cognizant of the student's academic pursuits and give consideration to the student's academic activities and requirements when scheduling work shifts.

It is the responsibility of the supervisor and department head to thoroughly review the information contained in the Student Employment Guidelines to ensure that the student seeking employment is eligible for employment by meeting all applicable requirements.

DIVERSITY, AFFIRMATIVE ACTION, AND EQUAL EMPLOYMENT OPPORTUNITY

As an equal employment opportunity (EEO)/affirmative action (AA) employer, Oregon Tech's commitment to a diverse and inclusive university requires that no person experience discrimination on the basis of race, ethnicity, gender, religion, national origin, sexual orientation, gender identification and expression or any other protected personal characteristic. We particularly encourage applications from members of historically underrepresented racial and ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who actively demonstrate a commitment to diversity and inclusion.

Refer to Oregon Tech's [Statement on Diversity, Affirmative Action and Equal Opportunity](#).

ACCESS TO OPEN POSITIONS

Students must have equal and timely access to all job openings. For this purpose, Career Services manages recruitments for all student jobs. Student jobs **MUST** be posted through the Career Services online job board – Handshake. **Career Services will post student jobs on behalf of departments and faculty.** Provide the required information by [clicking here](#).

Even though a hiring manager may have someone in mind to hire, every qualified applicant must be considered before a job offer is extended. In order to comply with federal and state law, the student employee position must be advertised on Handshake and the qualifications of other eligible applicants must be considered prior to making a hiring decision.

NON-DISCRIMINATION

Recruiting, hiring, and employment practices must be conducted without discrimination on the basis of age, race, religion, color, gender, sexual orientation, marital status, gender identification, disability, national origin or citizenship.

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Interviews and/or application forms used to screen applicants must not contain requests for information pertaining to the above prohibited criteria. Consideration of applicants must be based on whether they meet the essential qualifications for the job described in the posted job announcement.

JOB POSTINGS

RECRUITING PERIODS

Equal employment opportunity compliance requires the provision of a recruiting period wherein persons may learn of available opportunities and be considered before a job offer is extended.

The minimum period to post a job is one day to provide a pool of qualified applicants. To the extent possible, jobs should be announced while classes are in session. In all cases, supervisors should postpone hiring non-Oregon Tech student applicants until it is evident that no qualified Oregon Tech student applicants are available.

The maximum period to post a job during the school year is 60 days. Positions posted during the summer seeking student employees for Fall term may be posted for a longer period of time.

JOB DESCRIPTIONS

A complete and detailed job description is the best way to attract qualified applicants, convey objective selection criteria, and provide effective performance management. See www.oit.edu/career-services/faculty-staff for an example. The job description should outline the essential functions of the job and any needed qualifications, logistics such as start date and hourly wage, and skills and experience necessary to perform the essential functions. Inadequate details in the job description leave the supervisor, the hiring manager's department, and Oregon Tech open for potential compliance issues in hiring practices.

SELECTION

AMERICANS WITH DISABILITIES ACT (ADA)

Compliance with the employment provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and Chapter 659 of the Oregon Revised Statutes is required. These laws give protection to disabled job applicants who can perform the essential functions of the job.

Keep in mind the following points when selecting applicants:

- A hiring manager **may not** deny consideration for the job to an applicant who has a disability that is apparent or of which the hiring manager is aware.
- To determine applicants who should be considered for the job, the hiring manager should ask all applicants the following question: *Can you perform the essential functions of the position, with or*

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without an accommodation? A positive response obligates the hiring manager to further consider an applicant for hire.

- The hiring manager may not ask an applicant if they have a disability, chronic health condition, or any physical or mental impairment.
- The hiring manager may not inquire into the nature of a person's disability (whether the disability is apparent or is one of which the employer is aware) unless and until an offer of employment is presented to the applicant. At that time, the hiring manager can inquire regarding any accommodations that might be needed to perform the job functions. The hiring manager may also request documentation of the impairment, within specific limits.
- If the student applicant/employee informs the hiring manager of a necessary accommodation, the hiring manager should work with the Office of Human Resources.

Questions?

Contact Oregon Tech's designated Title VII/ADA/504 Coordinator, Suzette Yaezenko, Associate Vice President, Human Resources, Office of Human Resources, at 541.885.1108, suzette.yaezenko@oit.edu, Snell Hall Room 108.

WORK-STUDY PREFERENCES

Federal Work-Study (FWS) is a need-based aid program that allows students to work and earn money to apply toward educational expenses. Students must apply for financial aid so that their eligibility for FWS can be determined. If eligible, a student's award amount is noted on their *Offer of Financial Aid* notice that is sent to them in the mail. Hiring managers who hire students with a FWS award pay 25% of the student's hourly pay rate and the remaining 75% is paid from work-study funds allocated to Oregon Tech by the U.S. Department of Education (until the award is exhausted). Obviously, the student employment budget goes further with work-study employees.

Students with Federal Work-Study awards are responsible for keeping track of how much of their award is expended monthly in wages. However, the Payroll Service office will notify the hiring manager whenever possible when the student is within \$200 of the award. The hiring manager should discuss in advance with the student employee whether employment will continue on regular wages when the work-study allocation has been earned, or whether employment will be terminated at that time.

Note: Jobs are posted to all students. When hiring a student who does not have a FWS award, you may encourage them to check with Financial Aid to see if any additional FWS monies are available.

HIRING PRIORITIES

The most qualified student applicant should be hired. When faced with choosing between equally qualified* applicants, the hiring manager should select according to the following established hiring priorities:

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- PRIORITY 1:** Full time Oregon Tech students (12 credits or more) enrolled in the current term.
- PRIORITY 2:** Part time Oregon Tech students (1-11 credits) enrolled in the current term.
- PRIORITY 3:** Newly admitted Oregon Tech students for the upcoming term.
- PRIORITY 4:** Oregon Tech students enrolled the previous term, but taking the current term off and planning to pre-register and enroll at Oregon Tech for the upcoming term.
- PRIORITY 5:** Non-Oregon Tech students

*Equally qualified applicants include, but are not limited to, applicants who have the same relevant work experience, education, training, certifications, licenses, etc.

RECRITMENT

STEPS TO RECRUIT

- Create a complete and detailed **position description**. The position description will be used for the recruitment, evaluation, and training components of the position.
- Work with your budget authority to obtain **funding approval** for the position.
- Using the position description, **write a job posting** including description, requirements, and how to apply.
- Use this information to **request a job posting** using [this link](#) or by going to <https://www.oit.edu/career-services/faculty-staff>. You do NOT need a Handshake account.
- Select and notify final candidate(s)**. Discuss (optional) reference checks and/or background check process with them.
- Notify candidates who were **not selected**.
- Retain recruitment records** for three years.

HIRING

STEPS TO HIRE

Before a student employee can begin working **ANY** hours for Oregon Tech, the follow steps must be completed:

- **Visit the [Student Employment](#) page. Complete the [Student Hiring Form](#) under the HIRE heading OR go to [TECHweb](#) (click on Faculty/Staff and then click on Hire a Student). Your request will be routed for approvals.

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- **New student employees will receive an email from Payroll Services prompting them to complete new hire paperwork.
- You will receive an email from Payroll Services at the time the student employee is cleared to work. **Student employees CANNOT begin working in any capacity until the email from Payroll Services is received.**
- Orient the student** to their work schedule, job duties, and work procedures. Discuss plans for any needed on-the-job-training.
- Provide **safety equipment or protective clothing**, if needed. Direct student to Environmental Health and Safety Office for safety training, if required.
- Discuss work **performance evaluation schedules** and provide in writing any special work expectations. It will be beneficial to both the employee and supervisor if expectations are documented and acknowledged in writing.

****PLEASE NOTE:** If the first two above steps are not followed, the student employee will not be paid and departments will be out of federal compliance.

COMPENSATION

HOURLY PAY RATE

The State of Oregon requires the following minimum wage rates based upon the location within the state in which the work is being performed.

Klamath Fall Campus falls within the Nonurban category. Portland-Metro Campus falls within the Portland Metro category. Chemeketa falls within the Standard category. Other work locations may fall in other categories.

Date	Standard	Portland Metro	Nonurban Counties
July 1, 2018	\$10.75	\$12.00	\$10.50
July 1, 2019	\$11.25	\$12.50	\$11.00
July 1, 2020	\$12.00	\$13.25	\$11.50
July 1, 2021	\$12.75	\$14.00	\$12.00
July 1, 2022	\$13.50	\$14.75	\$12.50
July 1, 2023	Adjusted annually based on the increase, if any, to the US City average Consumer Price Index for All Urban Consumers	\$1.25 over the standard minimum wage	\$1 less than the standard minimum wage

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Student employees must be assigned an hourly pay rate **between the minimum wage and \$2.00 above the minimum wage per hour**.

EXCEPTIONS:

- Pay rate exceptions approved by the Vice President of Finance and Administration in advance of posting the wage in the job announcement. Pay Rate Exception Request forms can be found in the Forms section of this document.
- Specified hourly rates provided as part of an academic research grant.
- Specified hourly rates established by a contract with an outside agency.

The hiring manager must establish the rate of pay for a job within - this pay range - by considering market conditions on campus, such as the probable number of qualified candidates, working conditions, departmental budget constraints, and the rate across campus or in the hiring department for similar types of jobs.

OVERTIME

Student employees are Non-Exempt under the Fair Labor Standards Act (FLSA), meaning they are eligible for overtime. Overtime is hours worked over 40 in a work week (Sunday 12:00 a.m. – Saturday 11:59 p.m.) and is compensated at a rate of not less than one and one-half the employee's regular rates of pay. However, they are limited to working **8 hours per day and 20 hours per week** and therefore should normally not be able to earn overtime.

MERIT PAY RAISES

Merit pay raises may be given according to departmental criteria. Raises must be in even increments that end in zero (0) or five (5) (e.g. not \$0.24/hour raises) and the resulting pay rate must not exceed \$2.00 over the minimum wage per hour unless granted an exception (see above).

Merit Pay Raise forms are available on the Payroll Services web site <https://www.oit.edu/hr/payroll>. The completed form must be submitted to the Payroll Services office prior to the payroll of the month that the pay raise becomes effective.

HOURS OF WORK

WORK SCHEDULES

Student employees are limited to working **8 hours per day and 20 hours per week** while classes are in session during the academic year, and 8 hours per day and 40 hours per week over term breaks and during summer term, regardless of the number of jobs held at any one time.

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EXCEPTION: Student employees may request exceptions to this policy through the Vice President of Student Affairs. The hiring manager will be notified of this exception if approved.

Hiring managers should be aware that students working an average of 30 hours per week or more, or 130 hours per month or more may become benefits eligible under the Affordable Care Act (ACA). Federal work-study hours are not subject to ACA rules, all other working hours are. The monthly budget charge for benefits is \$1,614. Hiring managers with specific questions on eligibility should be directed to the Office of Human Resources.

MEAL AND REST PERIODS

In accordance with the State of Oregon laws for meals and rest periods, the following breaks are required:

- Rest periods must be taken in addition to and separately from required meal periods.
- The rest period(s) and meal break(s) should be taken as nearly as possible to the middle of the work segment(s).

Length of work period	Number of paid rest breaks required	Number of unpaid 30-minute minimum meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 8 hrs*	2	1

*Student employees may NOT work more than 8 hours per day.

TIME REPORTS

To be in compliance with federal law, student employees **must report all hours worked** on the Student Employee Time Sheet. The time sheet must be turned into your department's Payroll Coordinator by the **15th of each month** to be paid for all hours worked. The time sheet must be signed by the employee and supervisor to be considered valid and accepted by Payroll Services. The time sheet is available on the Payroll Services website at <https://www.oit.edu/hr/payroll>.

BENEFITS

HEALTH INSURANCE/RETIREMENT

Student employees do **not** qualify for retirement benefits. Student employees do not normally qualify for health insurance, except under the provisions of the Affordable Care Act (ACA). The budget charge for benefits is \$1,614 per month. Hiring managers with questions should contact the Office of Human Resources.

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UNEMPLOYMENT

Student employees do not qualify for unemployment.

SOCIAL SECURITY/MEDICARE

Student employees do not pay Social Security or Medicare taxes if they are enrolled in at least six (6) credits.

SICK LEAVE

Accrual: Under Oregon law, student employees accrue one hour of sick leave for every 30 hours worked up to a maximum accrual of 40 hours of sick leave per year. Hours worked as part of a Federal Work Study (FWS) award are NOT included in this calculation.

Use: Student employees may use their accrued sick leave starting the 91st calendar day after they begin working on campus. Student employees may check their sick leave balance on [Web for Student](#). If no sick leave is used, accrued sick leave may be rolled over to the following fiscal year. The total accrued sick leave balance for a student employee may not exceed 80 hours. A maximum of 40 hours may be used per year. Student employees may not cash out (receive monetary compensation) unused sick leave when they leave the university.

PERFORMANCE

PERFORMANCE REVIEWS

Student employees should clearly understand the work to be accomplished in the job. Performance reviews, either formal or informal, should be given on a regular basis. These reviews should occur at least once per year, but more often whenever possible. Student employees have the right to request written copies of performance reviews.

ACADEMIC STATUS

While employed, student employees must maintain Oregon Tech enrollment and satisfactory academic standing (except for those student employees hired as Priorities 4 or 5). Work-study student employees must be enrolled in at least 6 credits per term to be eligible to receive Federal Financial Aid.

CORRECTIVE/DISCIPLINARY ACTIONS

Corrective Action is a preventative measure taken to promote compliance with established University rules and/or expectations or general workplace standards in an effort to improve or modify unacceptable behavior or performance. Disciplinary Action is formal actions taken when either corrective measures fail to correct a previous problem or the seriousness of the offense warrants more formal measures. Disciplinary Actions can only be imposed after consultation with the Office of Human Resources.

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Depending upon the actions of the student employee, some actions may cross over between a student action and a student employee action. In such cases, both the Office of Human Resources and Student Conduct will work collaboratively to assist supervisors and departments.

TERMINATIONS

Student employees are considered “at will” employees and may be terminated at any time. It is recommended to provide one week notice of termination. However, termination may be immediate if the action is deemed egregious. **Terminations can only be imposed in consultation with the Office of Human Resources.**

GRIEVANCE PROCEDURE

A student employee has the right to file a grievance resulting from the hiring manager’s recruiting, hiring, or employment decisions, or arising from a disagreement that, in the employee’s opinion, creates an injustice. The employee shall present the grievance in writing to the immediate supervisor within 20 work days of the date of its occurrence. Student employees are encouraged to make every effort to resolve the problem with the hiring manager. If satisfaction is not achieved through discussion with the hiring manager, the student should contact the Office of Human Resources.

A student has the right of due process and to file an appeal as prescribed in the [Student Code of Conduct](#) and other relevant University policies, rules, or regulations. Students may be subject to civil and criminal penalties in addition to campus sanctions. Campus resolution may proceed before, during, or after civil or criminal actions are concluded and is not subject to challenge based on the action or inaction of civil authorities.

Depending upon the actions of the student employee, some actions may cross over as a student action and a student employee action. In such cases, both the Office of Human Resources and Student Conduct will work collaboratively to assist supervisors and departments.

UNIVERSITY POLICIES

WORK-RELATED INJURIES

In the event of a work-related illness or injury, the student employee and supervisor must do the following:

- Notify the hiring manager when the injury/accident occurs. All injuries must be reported regardless of how minor they may appear.
- If no medical attention (other than first aid) is required at the time, the hiring manager will work with the student employee to complete an [Oregon Tech Incident Report](#).
- If medical attention is required at a later date, [SAIF Form 801](#) may be completed.

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Refer the student employee to the Office of Human Resources for questions and for assistance with the process.

DRIVING ON THE JOB

Student employees may **not** use their own vehicles in connection with campus employment. In order to drive a state-owned vehicle for job-related purposes, the employee must be registered with the Campus Safety office and obtain a [Driver Certification Form](#). Under Oregon Law, drivers must be at least 18 years of age in order to operate motor vehicles as part of employment.

DISCRIMINATION/SEXUAL HARASSMENT

Student employees have the right to work at Oregon Tech free of discrimination and sexual harassment. Supervisors should be familiar with Oregon Tech's policy regarding discrimination, sexual harassment, and consensual relations.

Complaint Process:

Complaints of **discrimination, discrimination harassment, or workplace concerns** should be immediately reported to Oregon Tech's designated Title VII/ADA/504 Coordinator, Office of Human Resources, Suzette Yaezenko, at 541.885.1108, Snell Hall, Room 108.

Complaints of **sex-based discrimination, and sexual harassment** should be immediately reported to Oregon Tech's designated Title IX Coordinator, Tanya Coty at 541.885.1073, Learning Resource Center, Room 257A.

DRUG-FREE WORKPLACE

Oregon Tech is committed to maintaining a drug-free workplace for its employees and students, and those who use or come into contact with the College, to ensure safe working conditions, and to this end Oregon Tech has established a [DRUG FREE CAMPUS POLICY \(OIT-30-034\)](#). The policy states Oregon Tech prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances by employees and students on college premises or as part of any College activity. It also says that non-compliance with this policy may result in penalties up to and including expulsion from the College or termination of employment. Criminal sanctions for violation of use or possession of a controlled substance may result from misdemeanor or felony charges. For the full policy, see <http://www.oit.edu/faculty-staff/human-resources/policies/faculty-staff/drug-free-workplace-policy>

FORMS AND INFORMATION

Student employment forms and resources are located on our website at <https://www.oit.edu/hr/student-employment>.

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CONTACT INFORMATION

The following offices assist in the management of student employees at Oregon Tech:

CAREER SERVICES

Career Services assists students and alumni to develop and advance their careers, partners with faculty and staff to educate students about career development, and helps hiring managers connect with workforce-ready Oregon Tech talent.

541.885.1020

career@oit.edu

Learning Resource Center, Room 219B

<https://www.oit.edu/career-services>

OFFICE OF HUMAN RESOURCES

Human Resources contributes to the development, implementation, and administration of a wide range of human resource programs within recruitment and employment, benefits, classification, compensation, employee relations, labor relations, civil rights, and training and development.

541.885.1108

oithr@oit.edu

Snell Hall, Room 108

<https://www.oit.edu/hr>

OFFICE OF HUMAN RESOURCES – PAYROLL SERVICES

Human Resources – Payroll Services administers the delivery of pay administration, payroll accurately and timely, while providing excellent customer service and facilitating good stewardship of University resources.

541.885.1211

mary.chivers@oit.edu

Snell Hall, Room 109

<https://www.oit.edu/hr/payroll>

STUDENT CONDUCT – STUDENT AFFAIRS

The purpose of the Student Code of Conduct is to educate students about their civic and social responsibilities as members of the University community.

541.885.1011

student.affairs@oit.edu

College Union, Room 217

<https://www.oit.edu/student-affairs>

EQUITY AND INCLUSION

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The Title IX Coordinator ensures compliance with Title IX, a federal law that prohibits discrimination based on the sex or gender of employees and students.

541.885.1073

tanya.coty@oit.edu

Learning Resource Center 257A

<http://www.oit.edu/title-ix>