

Oregon TECH

Student Employment

Human Resources & Career Services

10/15/2017

Hands-on education for real-world achievement.

Overview

- Purpose
- Principles
- Recruit & Hire
- Student Employee Work Restrictions
- Pay
- Benefits
- Policies
- Supervisor Responsibilities
- Student Employee Responsibilities

Purpose

10/15/2017

Provide students with income and practical work experience opportunities through employment at Oregon Tech.

Principles

10/15/2017

Non-Discrimination

- Recruiting, hiring, and employment practices must be conducted without discrimination.
- Recruitment materials cannot contain requests for information about protected criteria.
- Consideration of applicants must be based on essential qualifications for the specific job recruitment.

Non-Discrimination

- Interview and/or application forms must not contain requests for protected information.
- Review of applicants must be based on the essential qualifications for job.

Equal Employment Opportunity

- Students must have equal and timely access to all job openings.
- All student employment opportunities must be advertised on Handshake.
- All eligible applicants must be considered.

Process

10/15/2017

Recruit Process



Screen and Select

- Review applications.
- Conduct interviews.
- Identify finalist.
- Check references.
- Notify applicants not selected.
- Pre-employment check(s), if applicable.

Recruitment Records

- It is recommended that recruitment records be retained for one year after student employee's hire date in case any questions or concerns arise.
- Contact Human Resources for questions about recruitment record retention.
 - OITHR@oit.edu
 - 541-885.1120

Hire Process



Hiring Priorities

When faced with choosing between equally qualified applicants, hiring manager should select according to the following established hiring priorities:

1. Full-time Oregon Tech student (12+ credits) enrolled in current term.
2. Part-time Oregon Tech student (up to 11 credits) enrolled in current term.
3. Newly admitted Oregon Tech student for upcoming term.
4. Oregon Tech student enrolled in previous term, taking current term off, and planning to enroll at Oregon Tech for upcoming term.
5. Non-Oregon Tech student – Very rare. Contact Payroll Manager **before** considering.

Onboard

- Conduct department training.
- Provide safety training, if applicable.
- Orient to job responsibilities and tasks.
- Obtain technology access.
- Other.

Performance Management

- Regularly provide performance feedback.
- Engage in correction action for unacceptable behavior/performance.
 - Contact Human Resources for coaching and resources.
- Disciplinary action.
 - Contact Human Resources for procedure and resources.

Separation

- Student employees are “at will” employees.
 - Contact Human Resources for termination procedures and resources.

Student Employee Work Restrictions

10/15/2017

Hour Restrictions

- Limited to 8 hours per day and 20 hours per week while classes are in session.
- Breaks: 8 hours per day/40 hours per week.

Total hour limits are regardless of the number of jobs held on campus at any given time.

Rest Breaks & Meal Periods

- Required based on shift length.
- Rest periods are in addition to and separate from meal periods.
- Rest breaks and meal periods should be taken as close as possible to middle of shift.
- Cannot be taken in a way to facilitate leaving early (taking at end of shift).

Length of Work Period	Paid Rest Breaks Required	Unpaid 30-minute (minimum) Meal Period Required
2 hours or less	0	0
2 hours 1 minute - 5 hours 59 minute	1	0
6 hours	1	1
6 hours 1 minute - 8 hours*	2	1

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

Pay

10/15/2017

Hourly Pay Rate

Must be paid at minimum wage rate based upon job location.

Date	Standard	Portland Metro	Nonurban Counties
July 1, 2017	\$10.25	\$11.25	\$10.00
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

Examples

Klamath Falls Campus: Non-Urban | Portland-Metro Campus: Portland Metro | Chemeketa/Salem: Standard

10/15/2017

Overtime

- Student employees are eligible for overtime.
- Overtime is hours worked over 40 in a work week.
- Paid at one and a half times the employee's regular rate of pay.
- As student employees are typically limited to 8 hours per day/20 hours per week, they normally should not be able to earn overtime.

Benefits

10/15/2017

Sick Leave

- Accrue 1 hour of sick leave for every 30 hours worked.
 - Work study hours do not count towards this calculation.
- Available for use on 91st calendar day after beginning work on campus.
- Max of 40 hours may be earned and used per fiscal year.

Sick Leave

- Max accrual balance of 80 hours per student employee.
- Unused hours roll over to the following fiscal year.

Sick Leave Usage Briefly

Employees are entitled to use sick time for the following purposes:

- Care for employee/employee's family member with:
 - A mental or physical illness, injury, or health condition,
 - A need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or
 - A need for preventive medical care.

More Information

→ oregon.gov/boli/ta
→ FAQ's & Fact Sheets
→ Sick Time

- Recover from or seek treatment for a health condition that renders employee unable to perform at least one of the essential functions of their regular position.
- Absences related to domestic violence, harassment, sexual assault or stalking;
- Absences associated with the death of a family member.

- Care for an infant or newly adopted child under 18 years of age.
- Care for a newly placed foster child under 18 years of age.
- Care for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability.

Completed within 12 months after birth or placement of the child.

Benefits

- Student employees are **NOT** eligible for:
 - Health insurance/retirement.
 - Unemployment.
- Student employees do not pay Social Security or Medicare taxes (if enrolled in at least 6 credits).

Oregon Tech Policies

10/15/2017

Discrimination

It is the policy of OIT that all persons shall be treated equally and fairly, and an environment free of illegal discrimination and harassment shall be maintained.

The University expressly prohibits discrimination based on race, color, gender, marital status, national origin, age, disability, religion, pregnancy, sexual orientation, gender identity or expression, or any other consideration not directly and substantively related to effective performance; and in compliance with all relevant federal, state and local laws and regulations.

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Oregon Tech is committed to creating and maintaining an environment free of all forms of exploitation, intimidation, harassment, and sexual harassment which includes sexual violence. Such behaviors are not tolerated by Oregon Tech, and are prohibited by law and Oregon Tech policies.

Sexual Harassment

It is the policy of Oregon Tech that sexual harassment of students and employees is unacceptable and impermissible conduct which will not be tolerated.

It is the University's policy to specifically prohibit any form of discrimination based upon gender. This policy applies to all members of the University community, all of whom are encouraged to promptly report incidents of or complaints about sexual harassment.

Smoke & Tobacco-Free Workplace

- The use, distribution, and/or promotion of on campus is prohibited.
- Any type is prohibited.
- Applies to students, staff, faculty, administrators, visitors, and any other individual associated with Oregon Tech.

Drug-Free Workplace

Applies to employees and students on college premises or as part of any university activity.

- Unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited.
- Illegal or unauthorized possession, consumption or sale of alcoholic beverages, or the furnishing of alcoholic beverages to persons under age 21 on college property or at college-sponsored activities is prohibited.
- Possession and consumption of alcoholic beverages in unauthorized areas by those over age 21 is prohibited.

Marijuana-Free Workplace

- All forms and its derivatives are prohibited at Oregon Tech.
- Federal law rather than state law because Oregon Tech receives federal aid and grants.
- Applies to students, staff, faculty, administrators, visitors, and any other individual associated with Oregon Tech.

Mandatory Reporter

- Under Oregon law, employees of Oregon Tech are mandatory reporters of child abuse.
- Oregon Tech employees must immediately report any “reasonable cause to believe” that child abuse has occurred to the State of Oregon Department of Human Services (DHS) or a local law enforcement agency.

Ethics

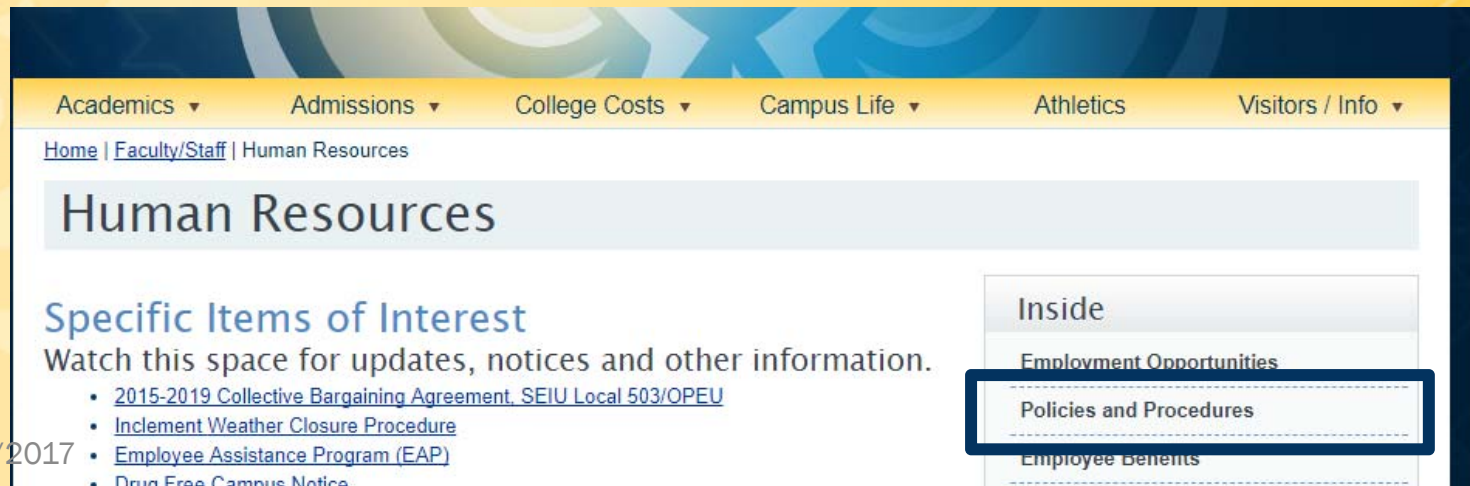
Oregon law restricts or prohibits a public official from using actions of their position to gain personal benefit.

Oregon Tech employees must maintain the highest standards of honesty, integrity, impartiality, and professionalism in conducting business on behalf of the University.

Any conflicts or potential conflicts of interest must be reported to the appropriate officials.

Other Policies

Supervisors and student employees are responsible to read and be aware of additional policies that apply to student employment. These can be accessed from the Human Resources main web page.



Supervisor Responsibilities

10/15/2017

- Conduct a fair recruitment, giving all qualified applicants equal consideration.
- Give consideration to student's academic requirements when scheduling work shifts.
- Ensure student employees have a safe working environment and are set up to succeed.

- Consult with Career Services for **RECRUITING** questions and concerns.
- Consult with Payroll Services for **HIRING DOCUMENTS, PAY QUESTIONS and CONCERNS.**
- Consult with Human Resources for all other **HIRING** questions and concerns.

- Be aware of and follow all Oregon Tech, federal, state, and local policies and laws.
- Report work-related illness/injury and work with appropriate offices on campus to remove hazards and to take steps to prevent future work-related illness/injury.

Student Responsibilities & Rights

10/15/2017

- Maintain enrollment and satisfactory academic standing while employed.
- Complete, obtain signatures, and submit time reports to Payroll Services by the 15th of each month. Neglecting to do so can affect the timeliness of pay.
- Report work-related illness/injury to supervisor.

Contacts

10/15/2017

Student Employment

Student Recruitment

Career Services

Sarah Moore

541.885.1020

219B Learning Resource Ctr

Sarah.Moore@oit.edu

Jennifer Kass

503.821.1155

Portland-Metro Campus

Jennifer.Kass@oit.edu

Student Employment

Human Resources

Adam Oppegaard

541.885.1278

110 Snell

Adam.Oppegaard@oit.edu

Student Hiring & Pay

Payroll Services

Mary Chivers

541.885.1211

109 Snell

Mary.Chivers@oit.edu

Complaint Contacts

Discrimination, Discrimination Harassment, or Workplace Concerns

Suzette Yaezenko
Chief HR Officer
Title VII/ADA/504 Coordinator
541.885.1108
Snell Hall 108
suzette.yaezenko@oit.edu

Sex-Based Discrimination and Sexual Harassment

University Title IX Coordinator
541.885.1847
College Union 225A

Student Conduct

Student Affairs

541.885.1108

Snell Hall 108

student.affairs@oit.edu