

# General Employee Expectations

**Reports to KUB Staff:** Designated KUB Professional Staff.

**Eligibility:** Must be currently enrolled at BU.  
Must be in good academic standing.  
Requires [FASFA](#) application and approval.

**Hours:** Subject to building operations.  
Hours may not exceed 20hrs/week when taking classes.  
Hours may not exceed 37.5hrs/week when not taking classes.



**Additional Documents:** Job Descriptions for: Operations Staff L1 & L2, [Technical Crew](#), Office Assistants, Reservations Assistants, Games Room Attendants, and Main Desk Assistants.

**Related BU Policies:** [PRP 4789](#) Harassment and Discrimination Policy; [PRP 4802](#) Student Code of Conduct and Judicial Process; [PRP 4805](#) Drug Policy; [PRP 4810](#) Alcoholic Beverage Policy; [PRP 5205](#) Severe Weather Policy; [PRP 5253](#) Smoking Policy; [PRP 5292](#) Key Control Policy; [PRP 2550](#) Acceptable Use of Technology Policy.

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Welcome Husky!

The Student Activities (SA) office values your employment! Student Unions, such as the Kehr Union Building (KUB), could not effectively operate without engaging student employment. Throughout your time here, you will not only be given opportunities to further develop transferable skills, but through this position, you will represent our institution and our mission. We hope that your employment results in valuable experience that provides you with skills for success.

## **SECTION 1. BU'S EMPLOYMENT POLICIES UNDER THE FEDERAL WORK-STUDY PROGRAM**

Student employment in the KUB is funded by the [Federal Work-Study \(FWS\) Program](#) which is administered by the [Office of Federal Student Aid \(FSA\)](#). These jobs offer opportunities for students to earn supplemental income for higher education expenses, develop interpersonal skills, and gain valuable transferable experience. Bloomsburg University (BU) policy provides equal employment opportunities for all students regardless of age, race, creed, color, physical or mental disability, sex, sexual orientation, gender identity, national origin, or ancestry. Moreover, all BU students are subject to the same basic conditions of employment, regardless of the work-group or department for which they work. Many FWS opportunities complement student degree programs and career pursuits. Experience working in FWS positions typically allow and promote personal growth (Office of Financial Aid, 2011).

### **1.1. One Job Rule**

Under BU's Work-Study program, a student is permitted to hold only one Work-Study position per semester. Work-Study positions are designed to not only accommodate our students' financial needs, but to also work around the student's schedule. Additional off-campus employment undertaken simultaneously with work under the student employment program is discouraged (Office of Financial Aid, 2011).

## 1.2. Pre-Employment Requirements

Prior to beginning employment in the KUB:

1. A student must file a [Free Application for Federal Student Aid](#) (FASFA). KUB student employees must be eligible to receive funding through the FWS Program. Eligibility is determined by the FSA via the FASFA and must be submitted at the beginning of each year – usually after submitting taxes by the deadline April 15 each year.
2. Under BU's policy [PRP 2410](#) on Background Screening, Protection of Minors, and Volunteerism; all professional staff and student employees must submit to, and successfully pass, Federal and State background clearances.
3. A student must complete all related [student employee payroll forms](#). All forms must be submitted to the student's designated KUB professional staff supervisor. Appropriate supporting documentation (i.e. Social Security card, official state ID/driver's license) must also be presented to the student's supervisor for inspection.
4. A placement card, received from the BU Financial Aid Office, authorizes a student's employment. Via a financial aid award letter, a student employee is notified of the maximum amount of money that they may earn under the Work-Study Program. The placement card is provided to the student employee's supervisor and lists the dollar amount the student is permitted to earn during a specified time period.

The staff supervisor is responsible for requesting a placement card from the Financial Aid Office for every student in their employ. New placement cards are necessary each academic year and summer term, for both new and returning student employees.

When a student's maximum allowable gross earnings on FWS have been earned, the supervisor receives a revised placement card for State employment. The student may continue employment only if the department has the state funds to pay the student.

The placement card authorizes employment and upon its receipt by the staff supervisor, the student may begin work. Any time worked prior to the authorized start date on the placement card, or in excess of those hours specifically authorized by the Financial Aid Office, will be considered a donation of the student's time, and may not be compensated (Office of Financial Aid, 2011).

## 1.3. Drug-Free Workplace

Under BU's [PRP 6950](#) Drug-Free Workplace Policy, the university receives federal grants and is, therefore, required to comply with the Drug-Free Work Place Act of 1988. BU has no intention of intruding into the private lives of its student employees; however, the university does retain the right and responsibility to expect each employee to report to work and to perform his or her duties in a manner that will not jeopardize the health and/or safety of co-workers or other students.

Any student employee who is at the workplace under the influence of alcohol or illegal drugs or who possesses or consumes alcohol or illegal drugs on the job or in the workplace is subject to university disciplinary action, up to and including dismissal from the university. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting immediate employment dismissal. Any illegal substances found shall be turned over to an appropriate law enforcement agency (Office of Financial Aid, 2011).

## 1.4. Sexual Harassment & Sexual Misconduct

Sexual harassment in the workplace is a violation of federal and state laws as well as university policy. The university defines sexual harassment as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

- submission to, or rejection of such conduct by an individual is used as the basis for an employment decision or an academic decision affecting that person, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or learning environment.

Additionally, "Sexual misconduct [[PRP 4790](#)] includes a range of acts [such as but not limited to rape, sexual assault, sexual misconduct, sexual harassment, sexual exploitation, stalking, intimate partner violence, and dating violence] that are perpetrated against an individual without consent or when an individual is unable to freely give consent. Anyone can be a complainant regardless of their gender or sexual orientation" (Bloomsburg University of Pennsylvania, 2014, p.1).

The Department of Equity and Accommodations, the [Dean of Students](#), Bloomsburg University's [Title IX Coordinator](#), or the [Women's Resource Center](#) are available to assist all student employees and employers with sexual harassment problems or questions. All discussions are confidential. Students may submit grievances concerning instances of sexual harassment under the student employee grievance procedure (Office of Financial Aid, 2011).

### 1.5. Renewing Student Employment

Students' employment authorizations are awarded on an academic year basis. An academic year is defined as the summer period commencing immediately after final examinations in the spring semester of a given year, plus the following fall semester and spring semester.

Students desiring to maintain the same positions or accept different positions for the summer semester or during the next academic year must reapply before March 15 each year (Office of Financial Aid, 2011). To be eligible for summer employment under the student employment program, a student must be:

1. In full-time attendance preceding the summer session and planning to continue an academic program during and/or following the summer session at BU.
2. Enrolled as at least a half-time degree student for the first time during the summer session, and matriculating in the fall term.
3. Accepted for enrollment as at least a half-time student in the term following the summer session.

## **SECTION 2. KEHR UNION & STUDENT ACTIVITIES' GENERAL EMPLOYMENT POLICIES**

### **2.1. Dress Code & Appearance**

Appropriate professional attire should be worn and at no time should employees wear excessively old or torn clothing, any type of cutoffs (including shorts and shirts), tank tops (males only), sweat pants, hoods/hoodies, bandanas, sunglasses, beanies, and hats. Appearance should be neat and clean using good personal hygiene.

Students in Operations and Technology work-groups must also wear closed-toed shoes at all times. Closed-toed shoes decrease the chance of accidents and personal injury when moving large, heavy equipment.

Violations of the dress code will result in the employee: A) Being sent home and losing the scheduled shift, or B) correcting the attire and staying on shift. Repeated violations will result in a formal disciplinary action.

Identification of student employees is a security clearance measure, facilitates employee identification by building users, and is **mandatory** for employment in specific job areas such as: Student Operations Staff, Tech Crew, and Events Management Staff. Staff shirts may be provided for students working in the above-mentioned areas. Student employees must display building staff identification or wear their provided employee shirts at all times during active employment.

## 2.2. Workplace Behavior

Do not abuse KUB equipment, furnishings, or interior structures while working. Do not allow building users or other employees to abuse KUB equipment, furnishings, or interior structures. Be considerate for the care of equipment, furnishing, and building interior structures when transporting equipment or furnishings around the building.

Additionally, be aware of and monitor your behavior and remarks when working at all times. At no time should vulgar language be used during active employment. Causing or engaging in belligerent or excessively aggressive behavior, or fighting may be grounds for immediate employment dismissal.

## 2.3. Campus or Off-Campus Behavior

Involvement with inappropriate or unlawful activities or actions on- or off-campus may effect your employment. The Dean of Students Office may also declare a student ineligible to work on-campus due to disciplinary or other actions.

## 2.4. Attendance

The KUB uses Humanity.com to track student employment time, attendance, and scheduling. Humanity is available as a website (as used in the building), and as Apps for iPhone and Android. It is your responsibility to know your schedule and to report to work on time for every scheduled shift. Shifts unconfirmed through the humanity.com timeclock, or through a shift report may result in the shift being recorded as an absence.

Never leave your shift early unless acknowledged and approved by KUB professional staff. If a student cannot work because of illness or an emergency or will be late for work, they must immediately notify their supervisor at least 30-minutes before the shift begins. Failure to find a substitute and have it verbally confirmed through a KUB professional staff member or through Humanity.com will result in a recorded absence.

Occasionally situations arise in which a student employee must miss work for reasons other than sickness – perhaps due to academic or athletic event conflict. Student employees are expected to make every effort to plan academic, athletic, personal, and work schedules that do not conflict. Potential conflicts should be discussed at least two weeks in advance with staff supervisors. As determined by the work-group supervisor, any conflict causing lateness or absenteeism may be subject to disciplinary action.

Attendance at any club/organizational meetings other than KUB Governing Board, CGA Senate, or Program Board while actively on-shift; and, regardless of meeting location, is unacceptable and is subject to disciplinary action. If it is necessary for employees to attend a club or organizational meeting, the employee must: A) Receive a supervisor's or KUB professional staff approval, and B) clock-out of their shift.

**2.4.1. Punctuality.** Arrive on time for every shift. Reporting for shifts more than seven (7) minutes late is unacceptable. You may only work your scheduled hours, unless asked to cover an additional shift by KUB professional staff. Random unscheduled employment appearances are unacceptable and are subject to disciplinary action. Tardiness and failure to provide adequate prior notice of absence (as determined by the supervisor) are considered grounds for disciplinary action (Office of Financial Aid, 2011). Failure to call due to lack of cell phone minutes is not acceptable.

**2.4.2. Recording your attendance.** At the scheduled start of your shift, clock-in for your shift in Humanity.com using one of the designated computers with a webcam only. Clock-out of your shift at the scheduled time. Be certain to clock-in/out using your own Humanity.com account. If someone else is logged in, log them out. Failure to use your own account will create confusion when verifying your, and the previous employee's attendance and may result in disciplinary actions for absence.

**2.4.3. Recording your worked time.** You are responsible for correctly entering and electronically signing the hours you work into [eTime ESS](#). Since Humanity.com's attendance data does not feed the University's eTime ESS payroll software, employees must input all worked time into eTime ESS – the software that issues your paycheck. See also section 4.3. Payroll.

**2.4.4. Inclement weather, compressed schedules, and cancelled classes.** During inclement weather, compressed schedules, and/or cancelled classes, the KUB may be open and shifts are not cancelled. The KUB is considered an outlet for students during these times and KUB student staff is considered to be included among essential personnel as described in Essential Employees/Departments, Situation 3. "Employees assigned to these departments are expected to report for their scheduled shift in the event of a university delay/closing" (Human Resources and Labor Relations, 2011). See also [PRP 5205](#) Severe Weather Policy.

Cancellation of shifts is at the discretion of the work-group supervisor and is dependent on the activity in the KUB. Shift cancellations will appear in Humanity.com or employees will receive notification.

If employees are unable to attend scheduled shifts, they must: A) Inform their immediate supervisor, and B) find a replacement staff member to work the shift. Failure to do so may result in disciplinary action. Commuters should contact their direct supervisor for further information. Releasing an employee from their shift without penalty is at the sole discretion of the work-group supervisor.

## **2.5. Television, Laptops & Personal Devices**

Employees are not permitted to wear headphones, ear buds, or use of any type of headphones to listen to audio/video via computers, laptops, or personal entertainment devices including but not limited to iPods, tablets, or phones at any time during active Work-Study shifts. Viewing or listening to class-related multi-media during Work-Study employment downtime or after all employment tasks are completed is permitted, but may be subject to verification.

Office phones may only be used for official building communications while on shift, and may not be used for personal calls at any time. Personal devices may not be used when actively on-task. Texting is permitted during DOWN TIME ONLY. Cell phones may absolutely not be used during work periods or live events.

Phone calls are not permitted while on-shift (except family emergencies). In the event of an emergency – please inform one of the management team members you need to make/take a call – and excuse yourself from the office. Emergencies do not happen daily. Abuse of this may be seen as a violation of policy and be subject to disciplinary action.

Employees **may not view** (including but not limited to) televised, recorded, live, or streaming broadcasts or material; and must not use the rooms including but not limited to the Games Room, the Ballroom, or the Hideaway for such purposes during active Work-Study employment hours. Exceptions exist for Program Board Films, natural and man-made disasters, emergencies and emergency alerts, severe weather information, and historical events. Continued misuse of computers or inappropriate content may result in disciplinary action.

## **2.6. Meals**

Do not assume that you will be able to eat a meal during your shift. Meals must be taken only when directed to do so by KUB professional staff, work-group supervisors, grad students, or the Student Supervisor. Meals may not be taken at the beginning of a work shift. Daily scheduled work must be completed prior to engaging in mealtime activities.

DO NOT exit the building in order to obtain food unless: A) A supervising entity is aware, and B) you are clocked-out. Radio communications are disrupted in the Husky Lounge. Employees may obtain food at the Husky Lounge and eat in the office or to another building location. Although food may be purchased and taken to other locations in the building during work shifts, you **MUST** remain accessible via interoffice radios and communication devices.

## 2.7. Games Room Entertainment

Employees may not partake of entertainment (i.e. board games, video games, watching television, billiards) in the Games Room while on-shift. Doing so is unacceptable and subject to disciplinary action.

## 2.8. Emergency Protocol

<p style="text-align: center;"><b>In the event of a FIRE</b></p> <ol style="list-style-type: none"><li>1. Sound fire alarm via wall-mounted pull stations</li><li>2. Notify University Police (570-389-4168 / 2211) OR Call 911</li><li>3. Yell to others to leave the building</li><li>4. Leave building as soon as possible</li><li>5. Warn others as you leave the building</li></ol>	<p style="text-align: center;"><b>In the event of a POWER OUTAGE</b></p> <ol style="list-style-type: none"><li>1. Notify University Police (570-389-4168) OR Call 911</li><li>2. If building is closing, you will be notified by a staff member</li><li>3. If there is zero visibility, wait and an employee will be around</li></ol>
<p style="text-align: center;"><b>IN the event of a TORNADO</b></p> <p>Go to the <b>lowest building level</b>, stay away from glass or doorways, <b>take cover</b> under something sturdy, and use arms to <b>protect head and neck</b>.</p> <ul style="list-style-type: none"><li>• Lowest building level: 100 level, Dean of Students.</li><li>• Official tornado shelters in KUB:<ul style="list-style-type: none"><li>○ 100 level- Rooms 105, 106, 107</li><li>○ 200 level- Rooms 209 (Operations), 211 (Tech), 226, 227, 231 (Hideaway), 232 (Games Room)</li><li>○ 300 level- Rooms 309, 310, 311, 312, 314, 315, 319, 324, 334, 335, hallway between Multi A (345A) &amp; Multi B (345B)</li><li>○ 400 level- Rooms 437 (BR Lobby Mens' restroom), 438 (BR Lobby Womens' restroom), 424, 426</li></ul></li></ul>	<p style="text-align: center;"><b>IN the event of an EARTHQUAKE</b></p> <p><b>Drop</b> to the ground, <b>take cover</b> under something sturdy, <b>hold on</b>, and <b>stay away from glass</b> (windows, doors, lights).</p>
	<p style="text-align: center;"><b>IN the event of an ARMED INTRUDER</b></p> <p><b>RUN:</b> Try to escape if possible.</p> <p><b>HIDE:</b> If you cannot escape, conceal yourself.</p> <p><b>FIGHT:</b> As a last resort, prepare to battle or throw the attacker by using whatever can be used as a weapon.</p> <p><b>Call 911 only when it's safe to do so.</b></p>



## **SECTION 3. ORGANIZATIONAL & PERFORMANCE POLICIES**

### **3.1. Ethical Expectations**

As KUB employees and representatives of BU of PA, student employees are expected to exhibit positive and ethical characteristics while working. These insights and guidelines may be helpful.

- As an employee your actions and reactions are an example to others.
- Know the rules and regulations governing students (i.e. [The Pilot](#), and [Student Code of Conduct](#)) and staff on campus. Adhere to these rules, and promote them to others.
- Exhibit caution when in social relationships with other KUB employees. Your employment setting and responsibilities may require you to question the actions of others.
- Manage confidential and/or sensitive personal information objectively and constructively.
- When necessary, discuss and contrast employee issues and performance with Student Supervisors or KUB professional staff in a professional and confidential manner.
- Find constructive solutions to user or employee issues. Do not complain or take no action.
- Help individual employees to achieve personal and/or professional development as a result of being employed in the KUB.

A challenge of any work environment is responding professionally and appropriately to conflict while maintaining friendly and relaxed atmospheres and student relationships. Realistically, any employee or manager cannot anticipate genuinely befriending every person, student employee, or peer. Fairness, sincerity, tact, and consistency will gain respect, as well as provide student employees with the self-respect necessary to perform job functions.

### **3.2. Scheduling**

The KUB uses Humanity.com to track student employment time, attendance, and scheduling. Humanity is available as a website (as used in the building), and as Apps for iPhone and Android. All vacation/sick time, shift swaps, and schedule change requests must be entered and or requested on <https://www.humanity.com/app/>. Failure to activate your account and / or upload a recognizable profile picture of yourself after the first 5 days of employment is subject to disciplinary action. It is part of your responsibility as a KUB employee to know your schedule and report for all scheduled shifts. Review it FREQUENTLY! “I didn’t know” or “The app didn’t remind me” IS NOT AN EXCUSE.

**3.2.1. Meetings.** Regular work shift scheduling meetings are scheduled throughout the semester. Meetings may pertain to (but not limited to) training, team building, information sharing, and scheduling. Failure to attend a meeting may result in an absence that may jeopardize your employment.

**3.2.2. Availability.** It is important that students communicate availability – and any and all issues that may conflict with availability to work – to the staff supervisor at least two weeks in advance. Considerations regarding your availability to work include: Weekends, weekdays when not in class, internships, test taking, Finals schedule, going home or traveling away from campus, bus schedules, appointments, extra-curricular sports, club sports, activities, meetings, Fraternity/Sorority-related activities, other jobs, University programs, weather/man-made emergencies, religious observations, and cultural practices. Including this information in the staff availability facilitates the accommodation of last-minute schedule changes/additions, personnel sickness, emergencies, or updated building and/or event information.

### 3.3. Key Policy

You may be required to retrieve building master keys during your scheduled shift. All keys must be returned by the person who retrieved them at the end of his/her shift to their storage location. Always keep your keys on your person during your shift. All staff must use their own keys. Do not exchange keys among staff. You may be required to use your BU student ID to obtain keys during your KUB employment. Misplacing building keys may result in disciplinary action.

### 3.4. Inter- and Extra-Building Communication

Proper radio (walkie-talkie) communication skills are expected at all times throughout your shift. Additionally, you must keep your issued radio with you at all times. Staff members who are actively working are required to stay in the work area during downtime. Misplacing the radio may result in disciplinary action. Use the following protocol to communicate while actively working.

1. NEVER EVER transmit sensitive information over the radio. Sensitive information includes, but is not limited to: lock/safe combinations, passwords, social security/personnel numbers, money amounts, and money/cash transfers from one location to another. Radio communications may be overheard by anyone and you never know who is around persons working throughout the building. Transmitting sensitive information increases the chances of theft and threatens the personal security of other persons in the building.
2. NEVER EVER swear or use foul language over the radio. This is against Federal Communications Commission (FCC) regulations. Being caught swearing or using foul language over the radio may result in disciplinary actions including termination, and being fined by the FCC.
3. Radio communications are for serious work-related responsibilities only. Do not joke, banter, or play games over the radio.

To initiate calls over the radio (transmitting):

1. Say: *[the number of your work group]*, "to", *[the number of the work group you are trying to reach]*. Example: "Eight to Two". In this example, Tech Crew (8) is calling the Student Supervisors (2).
2. **Wait for a reply.** Always wait for a reply so that you are confident that the person acknowledges your radio call.
3. When the person answers, state your message.

Receiving calls over the radio:

1. Acknowledge the call by saying "Go ahead", or "This is eight".
2. Wait for the person to state their message.
3. **Acknowledge that you heard and understand the message.** For example, say "OK". Acknowledging that you heard and understand the message demonstrates to the sender that you received the message clearly, there was no interference in communicating the message, and that they do not have to attempt to contact you again.

#### Radio Call List

1. Student Activities Office / KUB Professional Staff
2. Student Supervisors
3. *Custodians. Switch to channel THREE (3) (below) to contact Custodians. Remember to switch back to channel 4 for regular operations use.*
4. Welcome Desk
5. Games Room
6. Operations / Setup Crew
7. Grad Assistant
8. Tech Crew, Student Union Audiovisual Operations and Services Lead

#### Radio Channels

- 1 – *BUPD (Emergency Channel Only)*
- 2 – *Campus Alert*
- 3 – **KUB Custodians (Switch to this channel to contact Custodians)**
- 4 – **KUB 1 - KUB Operations (Use this for daily operations)**
- 5 – **KUB 2 - Tech only. Used to communicate during events requiring multiple workers.**



### 3.5. Injuries on the Job

Student employees may be eligible for Workers' Compensation when they are injured on the job under provisions of Pennsylvania law.

**3.5.1. Report an Injury.** The injured student or another person acting on the student's behalf must:

1. Report the injury immediately (within 24 hours) to the staff supervisor. Failure to report in a timely fashion may compromise the employee's right to claim benefits. Provide the following information: time, place/location, cause and nature of the injury, name, address and phone number of the injured student, name(s) of any witness(es).
2. Employee should seek appropriate medical treatment.
3. Employee must provide the university with copies of medical statements relating to any treatment or examination provided under the Workers' Compensation Act.

**3.5.2. The Staff Supervisor.**

1. Will see that first aid or medical treatment is given where needed.
2. Will immediately evaluate the accident scene and take corrective action to prevent a recurrence.
3. Will complete and sign the Accident/Incident Form and submit all copies within 24 hours of the injury. The Accident/Incident Form is found on the "S" drive within the Human Resources folder of BU Documents. This report must contain all the information listed above in the first section under "To Report an Injury". The Accident/Incident Forms may be obtained at the Human Resources Office, Ext. 4415.
4. Will notify the Human Resources Office if the student is out for more than three work days as a result of a work-related injury.

**3.5.3. Return to Work.** In order to return to work, an employee must submit a statement from his/her physician authorizing the return and listing any restrictions or limitations.

**3.5.4. Investigations.** All absences due to an alleged accident will be investigated thoroughly by the employee's immediate supervisor and Human Resources. In cases where the claim is found to be fraudulent, it will be cause for immediate dismissal of the claim, and reasonable grounds for termination of employment (Office of Financial Aid, 2011).

### 3.6. Resignation

If a student finds it necessary to leave a campus job, the office of SA requires a two week notice in writing. It is necessary to find and train a qualified person before the resigning student leaves the job; therefore, it is best to communicate resignations in advance (Office of Financial Aid, 2011).

## **SECTION 4. ENTITLEMENTS, PAYROLL & BENEFITS**

### **4.1. Work Breaks**

A student employee is entitled to time off from job duties for rest and/or meal breaks, according to a schedule based on the length of his/her daily work shift (Office of Financial Aid, 2011):

<b>WORK SHIFT</b>	<b>REST BREAK</b> ( <u>on</u> payroll/active employment)	<b>MEAL BREAK</b> ( <u>off</u> payroll/active employment)
0-4 hours	0 minutes (no break)	0 minutes (no meal break)
4-5 hours	15 minutes	0 minutes (no meal break)
5.5 hours	15 minutes	30 minutes
6-7.5 hours	15 minutes	30 minutes

1. All breaks must be taken only at the direction of and/or with the approval of the immediate staff employment supervisor. Self-initiated breaks during the work shift are unacceptable and may be subject to disciplinary action.
2. A rest break will not exceed fifteen minutes.
3. To qualify for a rest break an employee must work a time block of at least four hours.
4. Rest breaks may not occur at the beginning or end of the work day and cannot be added to a meal break or other off-duty time.
5. Rest break time may not be accumulated (i.e. skipping the first 15-minute break and adding it to the second break resulting in a 30-minute break.)

Breaks occur in the KUB only, with radio, keys, and your location disclosed. No one is authorized to leave the building at any time during working hours, unless directed to do so. Sleeping during active employment is not permitted at any time or anywhere in the building.

### **4.2. Computer Use**

Employees are permitted to use only designated computers for their area. At no time may student employees use professional staff computers. Copiers and printers may be used by student-workers when printing items pertaining to the job. On limited occasions, and with staff permission, they may print 3-4 pages or make 3-4 copies.

Any and all BU computers must not be used to download, host, copy, or distribute copyrighted material including but not limited to images, software, MP3 music files, video files. Failure to adhere to this policy and applicable laws is subject to employment dismissal. See also [PRP 2550](#) Acceptable Use of Technology Policy.

### **4.3. Payroll**

Payroll periods span two weeks (14 days) and always begin on a Saturday. Payday is every other Friday.

Employees are responsible for: A) Correctly and accurately entering their worked hours into [eTime ESS](#), and B) electronically signing entered hours. Hours entered into eTime ESS and approved by staff supervisors for each work-group will be paid bi-weekly. Any worked time that is not entered or approved before payroll deadlines will not be paid in its corresponding two-week pay period. Instead, the hours will be paid in the following paycheck.

Student employees are unable to enter hours for the previous pay periods AFTER midnight (12:00am) on the second Friday of the two-week pay period. The system is closed to students for entry of hours. Supervisors, however, may enter hours after the midnight deadline, and students have access to sign their hours after the midnight deadline.

eTime ESS does not allow entries of more than five (5) sequential hours. This is to enforce the meal break requirement. Students working more than 5 hours consecutively must take a minimum half hour unpaid meal break (See also 4.1. Work Breaks). In addition, students cannot work more than 8 hours per day, 20 hours per week and 40 hours per (two week) pay period when classes are in session.

In order to report worked shifts of more than five hours in eTime ESS, the shift must be divided into two entries. The entries must be separated by at least 15 or 30 minutes. Below is an example of the two eTime ESS entries required for a six-hour shift from 12:00pm to 6:00pm:

1. Start 12:00pm, End 5:00pm.
2. Start 5:30pm, End 6:30pm.

Since the University's payroll is offset by two weeks, a new student-employee's first paycheck will be issued 28 days after beginning work. For instance, on a payday BU's payroll system pays out the previous two-weeks of work. This offset allows the university to find and correct any errors.

#### **4.4. Payroll Deductions**

All student employees have Federal Income, State Income and Local Wage Taxes withheld from each pay check. When students are not attending school full time, Social Security/Medicare taxes are also withheld.

Once a student reaches \$12,000 in earnings in a calendar year, a \$52 Local Services Tax (LST) will be withheld from their paycheck. If a student employee has already had LST deducted for the year at another job, Student Payroll must have a copy of the pay stub showing the deduction in order to "exempt" the student from paying again. If a student has paid less than \$52 at another job, the student will be required to pay the difference between what the student paid and \$52. For example, if a student had \$10 LST deducted, the student would pay an additional \$42 to the town of Bloomsburg for the LST tax.

Students wishing to make any tax information changes, such as changes in the number of exemptions they claim, legal address or name changes, etc., must contact the Student Payroll Office (ext. 4416). Note that the Registrar's office does not notify Student Payroll of address changes. A wage tax questionnaire must be completed in order to correctly identify the local taxing municipality (Office of Financial Aid, 2011).

#### **4.5. Direct Deposit**

Direct deposit is highly recommended for all student employees in that paychecks are deposited directly into an employee's bank account. No physical check or pay stub is issued.

To begin direct deposit, complete the form available in the Student Payroll Office and on the University "S" drive in the Payroll folder/BU Documents or at the Direct Deposit Form link (<http://departments.bloomu.edu/finaid/Forms/Direct%20Deposit%20Form.doc>). All students are encouraged to participate in direct deposit.

#### **4.6. Benefits**

Students are not eligible for benefits such as sick leave, holiday pay, vacation, or retirement, but they may be eligible for Workers' Compensation under provisions of Pennsylvania law (Office of Financial Aid, 2011).

## **SECTION 5. DISCIPLINARY GUIDELINES**

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

- Sleeping during active employment.
- Reluctance or failure to meet job requirements as listed in the job description.
- Misrepresentation of completed work or of reported information.
- Arriving late (tardiness) / missing shifts.
- Watching movies, videos, TV or TV programs, or DVD's in any of the KUB rooms while on a work shift.
- Consistent failure to clock-in/-out.
- Not being in your work area – front desk, game room, setup, supervisors – stay in your work areas.
- Insubordination / resistance / negativity towards any of the BU full-time employees.
- Use of personal electronic devices (e.g. personal calls or text messaging is not permitted during work hours) – automatic dismissal from work during that day.
- Not having a radio at all times and/or missing during work hours.
- Excessive visiting with friends during active employment hours.
- Scheduling in excess of 20 hours per week and requiring major review and adjustment prior to distribution of final schedules.
- Exceeding the accumulation of 20 hour per week during regular academic participation without prior authorization from KUB professional staff and the Office of Financial Aid.
- Requiring a replacement employee ID more than one time per semester.
- Engaging in billiards/games during active employment hours.
- Leaving prior to the end of a shift without authorization.
- Clocking in prior to the start of a shift without authorization.
- Bringing animals or pets to the workplace (see also [PRP 9200](#) Pet Policy; [Kehr Union Utilization Policies](#), p.12)

Situations exist that require more severe and immediate action. Grounds for immediate employment dismissal include, but are not limited to:

- Theft.
- Fraud (Including falsifying time records). Fraud is defined as a deception deliberately practiced in order to secure unfair or unlawful gain. It is against the law. Suspected cases of fraud related to student payroll should be reported to the Director of Financial Aid. Cases of fraud such as buddy punching, altering of time sheets/cards, or forging signatures will be subject to disciplinary action as well as criminal investigation (Office of Financial Aid, 2011).
- Unauthorized deletion of SA or University electronic files.
- Use of BU computers to download, host, copy, or distribute copyrighted material including but not limited to images, software, MP3 music files, video files. See also [PRP 2550](#) Acceptable Use of Technology Policy.
- Belligerent or excessively aggressive behavior, or fighting.
- Being at work under the influence of alcohol and/or illegal substances.
- Use of University equipment or supplies for personal gain.
- Disclosure or use of confidential information for any reason.

#### 4.7. Disciplinary Procedure

If and when disciplinary problems arise, disciplinary procedures will be consistent with the following guidelines (Office of Financial Aid, 2011). Reprimands are written warnings that are filed in SA employment records, and are issued when an employee fails to comply with any specified job descriptions, expectations, KUB and/or University policies and guidelines. Accumulation of two reprimands during a semester may jeopardize your employment; three reprimands during a semester will result in review of your continued employment and may result in employment dismissal.

1. **First Offense** – The student will receive a written and/or verbal warning, stating the unacceptable behavior, and actions required to correct the problem. Performance standards required for the position may be discussed. Documentation of the issue and of the discussion will be included in the student's SA position employment file. Supervisors (professional staff) may impose additional disciplinary penalties for their specific work-group(s).
2. **Second Offense** – May be an existing or new issue. The student will receive a second written and/or verbal warning, stating the unacceptable behavior, and actions required to correct the problem, and may include a loss of shift(s). The warning will explain the specific areas of job performance which failed to meet satisfactory standards, and will outline improvements necessary in order to ensure continued employment. Supervisors (professional staff) may impose additional disciplinary penalties for their specific work-group(s).
3. **Third Offense** – A third disciplinary action will result in review of the student's continued employment and may result in employment suspension or dismissal. Notice of either will be in writing and will detail the reason(s) for which the action has been initiated. Supervisors (professional staff) may impose additional disciplinary penalties for their specific work-group(s).
4. **Fourth Offense** – A fourth disciplinary action most likely result in job termination.

#### SECTION 7. WHAT TO EXPECT FROM YOUR EMPLOYER

As an employer we will provide: The timely and accurate payment of wages, adequate training, safe working conditions, full explanation of all company policies – especially of your job responsibilities an academics-friendly environment in which you can gain work experience and learn transferrable skills, and fair and constructive feedback from your supervisor. If any of these expectations are not being met, you discuss your concerns with your supervisor.

## REFERENCES

- Bloomsburg University of Pennsylvania. (2014). Student Sexual Misconduct Policy. PA: Bloomsburg University of Pennsylvania. Retrieved November 5, 2019 from <https://intranet.bloomu.edu/documents/dean-students/SexualMisconductPolicy.pdf>.
- Human Resources and Labor Relations. (2011). Essential Employees/Departments. PA: Bloomsburg University of Pennsylvania. Retrieved July 28, 2011 from <http://www.bloomu.edu/hr/essential>.
- Office of Financial Aid. (2011). Supervisor's Manual for the Student Employment Program. PA: Bloomsburg University of Pennsylvania. Retrieved July 28, 2011 from <http://departments.bloomu.edu/finaid/SupervisorManual.htm>.
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**My signature below indicates that I have read, understand agree to the general expectations and requirements of my Work-Study position at the Kehr Union Building at Bloomsburg University of Pennsylvania.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

Bloomsburg University of Pennsylvania is committed to affirmative action by way of providing equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran status.

*A Member of Pennsylvania's State System of Higher Education.*