

Student Employment Standards



Northwest
UNIVERSITY

Student Employees

Students of Northwest University are hired for temporary, part-time employment based on qualifications and experience, provided the student is registered full-time within their program.

Student employees may not exceed 20 hours of work per week during the academic year. Scheduled hours are determined by department budget.

It is required that all student employees complete a Northwest University Employment Application which authorizes the University to run a criminal history background check. All new hires are required to attend a New Hire Orientation with Human Resources prior to beginning work. Any criminal activity, falsification, or misleading information provided during the application process could be grounds for dismissal.

All employees of Northwest University are representatives of Jesus Christ to our student community, as well as our local community.

Mission Statement

We, the people of Northwest University, carry the call of God by continually building a learning community dedicated to spiritual vitality, academic excellence, and empowered engagement with human need.

Employment Standards

ATTENDANCE

Employees are expected to ***report to work regularly and on time***. Immediately inform your supervisor if your class schedule changes. If you need to be absent, advanced notice to your supervisor or manager is required. Repeated tardiness or absence may be grounds for dismissal.

WORK ATTIRE

Employees' work attire should be appropriate for their specific job functions. If in question, check with your supervisor.

TRAINING

As required by law and/or job description, some positions require additional training to promote quality service to our students, associates and the community. If training is required by the University to perform a certain position, the student employee ***will be required to attend***.

PROBATIONARY PERIOD

The first two weeks of employment in a new job are considered a probationary period. During this time, both the student employee and the supervisor can consider and evaluate the suitability of the placement.

EMPLOYEE EVALUATIONS

Annual evaluations of each student employee are requested of all supervisors in order to provide meaningful feedback to the student employee. The evaluation will be based on the students job knowledge, work quality/quantity, dependability, attitude, initiative, relations with others, attendance, professionalism and appearance.

BREAK PERIODS

Employees working a minimum of 4 consecutive hours are entitled to a 15 minute *paid* break. A student working a minimum of 5 consecutive hours is entitled to a 30 minute *unpaid* meal break. Because meal breaks are not considered compensated work time, the meal break must be reflected on the timecard.

SICK LEAVE

Student Employees are not eligible for sick leave or payment thereof.

HOLIDAY

Only **Summer** Student Employees, who are employed by Northwest University when recognized holidays are observed (Memorial Day and July 4th), are granted them as paid holidays, on a pro-rata basis. To be eligible, students must be normally scheduled to work on the recognized holiday.

TIMECARDS

Timecards are to be filled out daily online through the University's payroll servicer, ADP. Refer to the "Direct Deposit & On-line Earnings Statements" form (included in your hiring packet) for registration process instructions and information on filling out a timecard. Additional copies of these instructions can be located on the Human Resources Eagle page, under the "Timesheets and Pay Periods" tab at <http://eagle.northwestu.edu/departments/human-resources/files/2011/07/Employee-Registration-Letter2.pdf>

All employees are responsible for the accuracy and completeness of the information on their timecards. Timecard errors can result in delays of payment for hours worked.

PAYDAYS

Your supervisor will notify you of payroll cutoff dates. Checks are issued twice per month, usually on the 15th and the final day of each month. If these dates fall on a weekend or holiday, payday is usually the preceding Friday. An up-to-date *PayPeriod Calendar* can be obtained from the Accounting Department or on the Eagle website by accessing the "Timecard Calendar" link on the Accounting page at <http://eagle.northwestu.edu/departments/accounting/files/2015/02/Timecard-Calendar-2015.pdf>

Social Security is not withheld from part-time student employee's paychecks during the academic year. Federal taxes are withheld per the information provided by the employee on the W-4 form.

DIRECT DEPOSIT

Direct Deposit is required of all employees of Northwest University. Forms to authorize the direct deposit of employees' payroll into the bank(s) of their choice are available from Payroll or Human Resources at the time of hire.

INSURANCE

All employees of Northwest University are covered by Washington State Workmen's Compensation for job-related injuries. No other insurance is provided by the University.

OTHER FRINGE BENEFITS

Student employees are considered part-time and temporary employees of the University and are not entitled to fringe benefits that may occasionally be provided to regular employees.

DRUG-FREE WORKPLACE

The Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F requires certification by schools who receive Federal funds that they will maintain a drug-free workplace.

In compliance with this order, employees are hereby notified that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace at Northwest University and if found in violation of the above are subject to immediate termination.

In addition, an employee of the University will notify the Human Resources Officer of Northwest University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

CONDUCT

Northwest University is a drug-free, tobacco-free and alcohol-free campus for all employees and students. Northwest University does not discriminate on the basis of race, sex, color, age, national or ethnic origin, marital status, veteran status, or disability in its employment policies. As such, any related harassment is unacceptable. The safety and the security of the University is promoted at all times. All confidential information and/or material must be treated carefully and securely.

TERMINATION

Employment is "at will" which means that either the employee or the University may terminate the employment relationship at any time, at the sole and absolute discretion of Northwest University with or without advance notice or cause. Terminated employees must return all University property, including keys, prior to the release of final paycheck.

STUDENT EMPLOYEE AGREEMENT

I have received a copy of the Student Employment Standards of Northwest University and I understand that I am to read and become familiar with the contents **within 2 weeks of hire date**, and will comply with these standards. I also understand that student employees are part-time and temporary employees at Northwest University.

I will abide by the terms of the above statements.

PRINT NAME

SIGNATURE

DATE

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