

# Student Employment Standards



**Northwest**  
**UNIVERSITY**

*the* **UNIVERSITY of POSSIBILITY**<sup>®</sup>

# 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 and a Criminal History Supplement Form 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 10 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. Breaks are intended to be taken during the workday not to leave early or arrive late.

## **SICK LEAVE**

Student Employees are eligible for sick leave under Washington's Paid Sick Leave law. Student shall accrue one hour of paid sick leave for every 40 hours worked. A student may use accrued paid sick leave beginning on the 90<sup>th</sup> calendar day after the beginning of his or her employment. Students needing to use their sick leave must contact their supervisor as soon as possible but no later than one hour after the employee's expected start of the workday. Sick leave is not paid out upon separation from employment.

## **HOLIDAY**

Only **Summer Full Time** Student Employees, who are employed by Northwest University when recognized holidays are observed (Memorial Day and July 4<sup>th</sup>), 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.

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. Employees will be paid, via direct deposit, on the 15<sup>th</sup> and the last day of each month, unless the date falls on a weekend or holiday, in which case it is the preceding workday. Electronic paycheck stubs will be available through ADP and employees may elect to receive e-mail notification when pay stubs are available for viewing.

An up-to-date *Pay Period Calendar* can be obtained from the Accounting Department or on the Eagle website by accessing the "[Timecard Calendar](#)" link on the Accounting page .

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 84, 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.*

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PRINT NAME

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SIGNATURE

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DATE

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