



NOVA SOUTHEASTERN UNIVERSITY
Office of Student Financial Services and Registration
3301 College Avenue
Fort Lauderdale, Florida 33314-7796

STUDENT EMPLOYMENT MANUAL

“A democracy which proclaims equality of opportunity as its ideal requires an education in which learning and social application, ideas and practice, work and the recognition of the meaning of what is done, are united from the very beginning and for all.” —John Dewey

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The Federal Work Study Program is a program administered by Nova Southeastern University in accordance with the laws, federal regulations, and other instructions issued by or on behalf of the United States secretary of education.

We are required by law to verify your right to work.

Notice of Disclaimer for Off-Campus Employment

Nova Southeastern University Office of Student Employment acts only as a referral service. The office makes no recommendations, representations, or guarantees about the employer or the particular positions posted. Furthermore, the Office of Student Employment is not responsible for safety, working conditions, or other aspects of off-campus employment. You are urged to research the integrity of any employer in which you are interested.

INTRODUCTION

Nova Southeastern University participates in several types of student employment programs: the federally funded Federal Work-Study Program (FWS); the institutionally funded Nova Southeastern University Student Employment Program (NSUSE); and the Job Location and Development Program (JLD).

The objectives of the student employment programs are

1. to offer jobs to students who need to earn funds to help pay for their educational expenses
2. to provide work experience that will enhance the student's educational and/or occupational goals
3. to provide services that would otherwise not exist for Nova Southeastern University or for other participating public or nonprofit organizations

Questions concerning the student employment programs should be directed to the coordinator of student employment.

The Student Employment Office is located in the Student Financial Aid wing of the Horvitz Administration Building. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. The coordinator of student employment can be reached at (954) 262-7452. Information is also available on our Web site: www.nova.edu/cwis/finaid/stuemploy.html.

NOTICES OF NONDISCRIMINATION AND ACCREDITATION

Nova Southeastern University admits students of any race, color, sex, sexual orientation, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone number: (404) 679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.

FEDERAL WORK-STUDY PROGRAM

Federal Work-Study (FWS) is a federal financial aid work program funded by the United States Department of Education. A match of non-FWS funds is required in some cases. NSU administers this program in accordance with the laws, federal regulations, and instructions issued by, or on behalf of, the Department of Education, as well as its own institutional policies.

In order to qualify for an FWS award, students are required to file the Free Application for Federal Student Aid form (FAFSA) for the current academic year, and must also meet the following conditions:

1. be a citizen, national, or permanent resident of the United States (students attending NSU on a visitor or student visa are not eligible to participate in this program)
2. indicate "yes" to interest in work-study question on the FAFSA
3. demonstrate financial need through the financial aid application process, receive an FWS award
4. maintain good standing and satisfactory academic progress while employed in the program
5. be accepted for enrollment or be enrolled as a full-time student (part-time students will be considered if there are funds available after full-time students are placed)
6. not be in default on any federal Title IV loan program or any state loan program and not owe a repayment of a federal grant or state grant or scholarship

Student eligibility to participate in the FWS program is reviewed annually. All FWS awards are given for the academic year (approximately August-April). Students wanting to participate in the program during the summer (May-August) must have filed a FAFSA for the current academic year.

Students who receive an award from this program and are interested in working should report to the Office of Student Employment located in the Horvitz Administration Building to obtain application forms and information. (Please see Interviewing Procedures, page 5.) Applications and information are also available at: www.nova.edu/cwis/finaid/stuemploy.html. The coordinator of student employment has developed work opportunities both on campus and off campus. However, work-study jobs are not always readily available. Students are referred for jobs on a first-come,

first-served basis. Therefore, having an award does not guarantee placement.

Note: No student may begin employment under the Federal Work-Study Program unless first approved by the Office of Student Financial Services and Registration and the coordinator of student employment.

OFF-CAMPUS FEDERAL WORK-STUDY PROGRAM

NSU also offers an Off-Campus Federal Work-Study Program. Employment opportunities are posted by the coordinator of student employment throughout the academic year. Eligible employers may include private nonprofit organizations, and local and county government agencies. Off-campus employment opportunities are designed to enhance the student's education experience through hands-on training that is academically relevant. Off-campus employment opportunities are not always readily available due to funding constraints. Students interested in obtaining an off-campus position should contact the coordinator of student employment and/or the Office of Student Financial Services and Registration for more information.

Community Service

Reauthorization of the Higher Education Act requires that community-service job opportunities be made available to a portion of work-study-eligible students. Institutions are required to spend a minimum of 7 percent of their work-study allocation on community-service jobs.

Community-service jobs are defined as jobs designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Included are such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement. Also included are support services to students with disabilities, and activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling. Community-service jobs are offered by local nonprofit, governmental, and community-based organizations.

This community-service requirement means more job opportunities for students at all levels of study. Students can earn extra money and provide a valuable service to the community. Part-time community-service opportunities can be both on campus and in Miami-Dade, Broward, and Palm Beach Counties. Whenever possible, students will be matched to jobs that will provide an education-related experience.

Students who have received an FWS award and are interested in obtaining a community-service job should contact the coordinator of student employment for information.

AMERICA READS/AMERICA COUNTS PROGRAMS

The America Reads/Counts Programs were initiated by former President Clinton to help raise the reading and math level of all children in the United States. Nova Southeastern University has partnered with the Broward County School District for the America Reads/Counts Programs.

These programs are available only to students who receive federal work-study awards. The hours vary depending on the student's school schedule. A student must commit to a minimum of 10 hours per week (maximum is 25 hours a week). Each student must complete a paid six-hour training session before being placed into one of approximately 40 elementary schools throughout Broward County. Tutors are also required to complete a background check and be fingerprinted after being interviewed.

NOVA SOUTHEASTERN UNIVERSITY STUDENT EMPLOYMENT PROGRAM

The Nova Southeastern University Student Employment (NSUSE) Program provides on-campus employment to students ineligible for need-based student employment. The program employs students on campus only.

Positions under the NSUSE Program are open to all students regardless of financial need. In general, NSUSE jobs are not available at the Health Professions Division. Students interested in working on campus are

asked to report to the Office of Student Employment for applications and information.

Students who are required to perform an internship as part of their degree requirements and choose NSU as the employer can receive payment through the NSUSE Program. To obtain additional information, students should contact their academic department and the Office of Student Employment.

Employment opportunities are offered through NSUSE to all fully accepted regular students (i.e. all admissions requirements/documents have been satisfied) working toward an eligible degree or certificate program. When permitted, students may work in the NSUSE Program even when attendance is less than part time. Further information can be obtained by contacting the coordinator of student employment.

JOB LOCATION AND DEVELOPMENT PROGRAM (JLD)

The purpose of the Job Location and Development Program is to locate and develop off-campus jobs for students at Nova Southeastern University. Positions are open to all in-school students regardless of financial need. These positions can either be part-time or full-time. Employers can be for profit or nonprofit. Students are also encouraged to participate in jobs that are community service oriented.

International students who are interested in JLD positions must first obtain permission to work off campus from the Office of International Students (OIS).

OTHER TYPES OF STUDENT EMPLOYMENT

The following type of student employment is also available to NSU students who meet eligible criteria.

GRADUATE ASSISTANTSHIPS (also known as G.A.'s but are not the same as hourly Graduate Student Assistants)

Graduate Assistantships are offered by Office of Student Affairs. Please see details and eligibility criteria on their web site at:

<http://www.nova.edu/cwis/studentaffairs>.

RESIDENT ASSISTANTS (RA's)

Resident Assistants are employment for 15-30 hours per week assisting residents on their floor, providing

educational and learning opportunities, performing office duties as well as other specific duties as determined by the director of Residential Life.

Students employed in the graduate assistantship or resident assistant programs are not eligible to work in any other student position, hourly or adjunct within the university.

INTERNATIONAL STUDENT EMPLOYMENT

Eligible international students who have been admitted to the United States under an F-1 or J-1 visa may engage in on-campus employment under the NSU Student Employment Program, as long as the employment does not displace a United States citizen. Employment of international students is governed by the United States Citizen and Information Service (USCIS) and the Immigration Control and Reform Act of 1986.

International students must be registered for full-time number of credits to be eligible for student employment.

International students must complete the Student Employment Application and, upon accepting a position, present original documents for purposes of the Form I-9 (Employment Eligibility Verification form). Documents that an international student may present as proof of employment eligibility include:

- Driver's License or NSU School ID
- I-94 form
- Current I-20 form

Federal regulations require that all documents presented for review must be originals. Documents are required to be presented only once. However, the coordinator of student employment reserves the right to ask for the information again if there is some question of authenticity or if the material is illegible. To avoid delays in beginning employment, students should have the appropriate documentation ready to be verified.

All students are required to have a Social Security Number in order to be placed on the payroll. International students needing to apply for a Social Security card will1.

1. first obtain a position of employment

2. request that the supervisor submit a Student Employment Authorization Form (SEAF) to the Office of Student Employment
3. request a letter of verification of employment from the Office of Student Employment (SEAF must have been received in the Office of Student Employment)
4. visit the Office of International Students (OIS) to sign the letter of verification of employment
5. file an application for a Social Security Administration (SSA). The SSA can be contacted at 800-772-1213.
6. present the actual Social Security card to Student Employment upon its receipt
7. update Forms I-9 and W-4

In lieu of the Social Security card, the student can request a receipt of the application from SSA. However, the student must know the Social Security number so that the I-9 and W-4 can be updated.

International students must turn in a time sheet verifying their hours. For student adjuncts, the supervisor must keep a record of hours worked.

USCIS regulations limit international students to working 20 hours per week during periods of enrollment. An international student may work up to 37.5 hours per week during periods of non-enrollment and authorized vacations* only if the student intends to register for the term or session. Note: The hiring department reserves the right to reduce full-time hours.

Federal regulations allow international students to work 37.5 hours per week even if the student is registered part time during an authorized vacation/reduced course load period. Students on an authorized vacation will be limited to register up to:

- Graduate students - 3 credit hours
- Undergraduate students - 6 credit hours

***Students are required to contact the Office of International Students (954-262-7242) to obtain an authorized Reduced Course Load Form for vacation/reduced course load.**

International students may not engage in on-campus employment after completion of their course of study.

All other general student employment conditions and procedures as stated in this manual are to be followed in international student employment matters.

Supervisors are responsible for having knowledge and understanding of the conditions and procedures that govern international student employment.

EMPLOYER RESPONSIBILITIES

Each department is expected to request only the number of student workers that can be utilized for an entire academic year. Furthermore, the employing department is expected to provide meaningful work.

Each department must designate a student employment supervisor. The supervisor is responsible for overseeing the work assigned to, and performed by, each student employee and for complying with all procedures contained in this manual. Supervisors are also responsible for verifying student employee time sheets, monitoring student employee earnings, and maintaining records for each student employee. These records must include

1. a copy of the student employee's current class schedule, which must be updated each term. The supervisor and student must refer to this class schedule when designating the student's work hours. A student may not work during scheduled class time unless there is written approval from the instructor documented in the student's file. A copy of the approval must be sent, along with the student's time sheets, to the payroll office.
2. copies of student employment authorization forms and all other correspondence pertinent to the student employee
3. copies of the student's time sheet for each pay period employed

Student employee supervisors are also responsible for the following:

1. ensuring that students have obtained approval to work from the coordinator of student employment
2. submitting student employment authorization forms (SEAF) to hire students (prior to their beginning work) and to process all changes and/or updates to a student's employment status

3. establishing a schedule of work hours that will be acceptable to both the student and the department
4. informing the student, in writing, of the exact duties and responsibilities of the job
5. providing the student with the orientation and training necessary to perform assigned duties
6. supervising the development of good work habits
7. certifying and submitting student employee time sheets on a timely basis
8. monitoring FWS student employee earnings to ensure that no student earns more than his or her award and that the student stops working when his or her award is fully earned, or when the employment period ends
9. ensuring that each student employee works only those hours scheduled and not more than 20 hours per week (25 hours for FWS-eligible students)
10. promptly notifying the coordinator of student employment when a student's employment is terminated by completing a SEAF
11. not allowing any student to continue working after his or her degree program is completed
12. having knowledge of, and complying with, the rules and procedures that govern international student employment

Note: It is a federal offense to falsify any information on a student's payroll time sheet. Hours reported must be actual hours worked.

STUDENT RESPONSIBILITIES

Student employees are required to comply with the performance standards established by the department for which they work. Students who fail to perform in a satisfactory manner may be removed from their assignment and from the student employment program.

Students who accept a student employee position accept the responsibility of maintaining professional standards, and agree to

1. Perform assignments in a serious and responsible manner. Student employees are required to adhere

to the following rules and policies regarding the privacy and confidentiality of student records information

- a. Student records, in whole or in part, are not to be removed from any university office by student employees unless they are requested to do so by their supervisor.
- b. Student employees granted access to student records are accountable for the protection of the information and its contents while it is in their possession.
- c. Accessing personal record information, that of family members, friends, or peers, is prohibited.
- d. Discussing personal record information, that of family members, friends, or peers, is prohibited.
- e. Discussing assignments outside the office is prohibited.
- f. Making personal use of university equipment or office supplies is prohibited, except as designated by a supervisor.
- g. When given a work assignment that requires the use of the student information system, student employees are to access student information only for the assignment on which they are working.
- h. Student employees are prohibited from working with their own records.

Employees, employee/students, and student employees are strictly prohibited from unauthorized access, entry, alteration, tampering, falsification, copying, or distribution of academic, personnel or payroll records. Violations shall include but not be limited to alteration of grades or any other records related to the academic performance of students; registrations, drops, withdrawals, or overrides; alteration of pay, vacation, sick, or leave balances; or assisting, attempting to assist, or conspiring to assist another employee or student in committing the offenses outlined above. Employees, employee/students, and student employees in violation of this policy will be dismissed for cause, as well as subjected to a student judicial review process which includes the possibility of expulsion from their academic program and the university.

Students must read, understand, and adhere to these rules and policies relative to privacy and confidentiality of student records information. Violation of the aforementioned rules or policies may subject a student employee to immediate termination of employment.

2. follow a predetermined work schedule that is acceptable to both the student and the employer and not report hours for scheduled class periods.
3. work a maximum of 20 hours per week (25 hours for FWS-eligible students)
4. not report unearned hours on their timesheet.
5. notify the supervisor, as soon as possible, when illness or other circumstances prevent the student from working.
6. dress appropriately, be dependable and prompt, and conduct themselves in a businesslike manner. Students in high-visibility areas should consult their supervisors for the appropriate dress code.
7. not study or do homework assignments during working hours unless permitted by the supervisor.
8. discuss any work-related problems with the supervisor. If the problem cannot be resolved, the student should contact the coordinator of student employment.
9. give the supervisor at least one week's notice before terminating a job assignment.
10. not work in any position until the employment has been approved by the coordinator of student employment.
11. notify the Office of Student Financial Services and Registration and the coordinator of student employment if their enrollment status drops below half time.
12. stop working immediately upon earning an FWS award (unless otherwise approved by the coordinator of student employment and the employing department).
13. stop working immediately upon completion of their degree program. Students are not allowed to work during the period between course work completion and their graduation ceremony.
14. be enrolled continuously for one academic year (as determined by your program office), before taking a vacation, in order to be eligible to continue working.

INTERVIEWING PROCEDURES

Students apply for work in person at the student employment office. Applicants are screened to determine eligibility and qualifications. Students are permitted to work at any of NSU's campuses, regardless of academic major or level of study, provided that all employment qualifications are met.

Employment application forms must be completed before referrals can be provided. Employment applications can be obtained from the Office of Student Employment or downloaded from our Web site at

www.nova.edu/cwis/finaid/stuemploy.html. Within 3-5 business days of application submission, the student will be sent an email to their NSU email address with the contact information for the position. The student will be required to set up interviews.

Students with Federal Work Study awards are given priority consideration of jobs that are available at the beginning of each academic year. For the remainder of the year, all qualified students will be permitted to interview for available positions. The Health Professions campus positions are generally limited to federal work-study-eligible students only.

New or incoming students may not work as student employees until their first official day of class.

Available jobs are posted on the job board in Office of Student Employment area, and are also available on the Web site.

Students will be paid according to the schedule of when paperwork is received (see Appendix B).

WORKING HOURS

It is the policy of the NSU Office of Student Employment that, while enrolled in classes, students may work up to a maximum of

- 25 hours per week if the student has FWS eligibility. Each student's eligibility must first be verified by the coordinator of student employment.
- 20 hours per week if the student is not FWS eligible.

Students may work up to 37.5 hours per week only during periods when classes are not in session or during vacations. Permission must be obtained from the student's supervisor and the coordinator of student employment.

Students on a scheduled break between rotations may work up to 37.5 hours per week, provided the break is at least five consecutive business days.

Federal regulations limit international student employees to working an absolute maximum of 20 hours per week during periods of enrollment.

In accordance with the American Bar Association policy, law students are allowed to work a maximum of 20 hours per week.

Students are permitted to work only during regularly scheduled office hours. Only those students who are in certain positions such as a resident assistant, are exempt from this rule.

Students may not work during scheduled class time. Exceptions must be documented by written approval from the instructor and a copy forwarded to the payroll office with the student's time sheet (see Employer Responsibilities, page 5).

REST PERIODS/LUNCH BREAKS

There is no specific law covering compulsory rest periods in an educational institution. If the department head has determined that it is in the best interest of the department to establish a formal rest period, it shall be restricted to a maximum of 15 minutes in the morning and 15 minutes in the afternoon. **Student employees are not compensated for either break or rest periods.**

The department head should also establish a lunch-break policy for student employees

PAYROLL PROCEDURES

Student employees are paid every two weeks (except certain student adjuncts). Biweekly student employees are paid using the student employee time sheet. Students are responsible for ensuring that time sheets are completed accurately and submitted to their supervisor. The supervisor is responsible for submitting these time sheets to the payroll office on time. A calendar of dates is provided in the back of this manual (see Appendix B).

Time sheets should be completed using a pen. The Payroll Office will not pay students if time sheets are completed incorrectly and will return them to the department for corrections. Timesheets can be obtained from the Office of Student Employment, or can be downloaded from the Payroll web site: <http://www.nova.edu/cwis/fop/payroll/>

The student employee time sheet is separated into two sections. The first section is to be completed and signed by the student employee. After completing the student section, the time sheet should be given to the employee's supervisor. Paychecks are disbursed by the

Payroll Office. Students are encouraged to sign up for payroll direct deposit as checks are automatically mailed out by the Payroll Office. For further information

contact the Payroll Office at (954) 262-7887 or visit: <http://www.nova.edu/cwis/fop/payroll/>.

Student employees should be aware that falsifying the number of hours worked or any other information requested on the time sheet is a federal offense.

Students employed at nonprofit off-campus organizations are required to submit time sheets directly to the Office of Student Employment according to the student employment calendar (Appendix B) by 5:00 p.m.

WAGES

All student employment programs provide for payment on an hour's-wage-for-an-hour's-work basis. Students are paid only for the hours they work. **Fringe benefits such as paid sick leave, vacation pay, and holiday pay are not permissible under the student employment programs.**

Student employees must be paid at least the federal minimum wage, which has been set at \$5.85 per hour. In order to ensure that students are paid at least minimum wage and are paid on an equal-pay-for-equal-work basis, the coordinator of student employment has implemented a set of student employment job classifications. These classifications should be used as a guide to determine student employee pay rates. The student employment job classifications can be found on page 13 of this manual. The departments are required to pay at least the minimum pay rate for each job classification.

Pay raises are encouraged as a reward for good work performance; however, pay raises are given at the discretion of the student employee's supervisor.

All wages earned under the student employment programs are subject to federal income tax. Students must complete a Form W-4 in order to have federal income tax withheld. The Form W-4 is included in the student employment paperwork packet. The only exception regarding the withholding of taxes is for students who claim exempt on the W-4. Students can claim exempt if they are: 1) United States citizens or resident aliens and meet the criteria for exemption as listed in number seven on the Form W-4, or 2) inter-

national students from a country that has a tax treaty in effect with the United States. Neither Nova Southeastern University nor the coordinator of student employment is responsible for completing Form W-4s. Students needing assistance in completing the Form W-4 should contact the Internal Revenue Service at 800-829-1040. No student may begin employment until a Form W-4 is on file with the payroll office.

Wages earned under the student employment programs while a student employee is enrolled at least half time (as determined by their program office) are not subject to FICA tax. However, FICA tax will be deducted from wages earned during periods of nonenrollment (i.e., summer vacation).

SUMMER STUDENT EMPLOYMENT PROCEDURES

The summer term runs approximately from May to August of each year. To hire students for the summer term, student employee supervisors must complete a student employment authorization form for each student to be hired. No student is permitted to continue working after the end of the fall/winter employment period until a summer SEAF has been received and approved by the coordinator of student employment. Supervisors must also submit SEAFs to terminate the employment of students who will not be working for the summer term, even if the student will return to work in the fall.

Students interested in obtaining a summer federal work-study award must contact the coordinator of student employment.

During the summer, students may work even if they are not enrolled, as long as the students indicate in writing that they will enroll in the next fall term. However, not all students may use the summer term as their vacation period (see Student Responsibilities, page 5, item 14). FWS students need to be aware that, if they work during the summer and do not enroll in classes, their net FWS earnings will be considered available for use as a resource for financial aid purposes for the following school year.

STUDENT PERFORMANCE STANDARDS

Student employees are expected to perform their duties in accordance with the standards established by the

department for which they work. Students who fail to comply satisfactorily with their employer's standards may be referred to the coordinator of student employment for reassignment or possible dismissal from the work program.

TERMINATION PROCEDURES

The purpose of termination procedures is to provide an equitable and consistent system for dealing with circumstances in which a student is not performing to the employer's satisfaction. If a student employee is not performing his or her job responsibilities, as defined in writing by his or her supervisor, the supervisor should first meet with the student and explain the specific areas of deficiency in an attempt to solve the problem. This meeting must be documented in writing with signatures of both the supervisor and the student employee.

Continued unsatisfactory performance will result in termination of the student by the employing department. It is the employing department's responsibility to notify the student of the termination.

In extreme cases of unacceptable behavior such as dishonesty; drunkenness on duty; gross insubordination; physical violence; offensive conduct or language toward the public, NSU employees, or other students, etc. where the student should clearly not continue in the employ of the university, NSU has the right to discharge the employee without following the aforementioned procedures. However, written documentation of the reasons for termination must be sent to the student and to the coordinator of student employment.

GRIEVANCE PROCEDURES

The purpose of grievance procedures is to provide students with an equitable and consistent system for dealing with on-the-job difficulties regarding assigned duties or supervision. Student employees having difficulties should attempt to resolve the problem through formal discussion with their immediate supervisors. This meeting must be documented in writing with signatures of both the supervisor and the student employee.

If, at this point, student employees are not satisfied with the resolution(s) proposed, they should submit a letter to the coordinator of student employment stating the grievance and the remedy desired. This letter will be reviewed by the associate vice president of the Office of

Student Financial Services and Registration or a representative, and the student employee's department head or representative. The matter will be decided and a final written decision will be conveyed to both the student employee and the supervisor.

BENEFITS

Student employees are not entitled to tuition waivers under the Student Employment Program unless they are a dependent of an eligible NSU employee (contact Office of Human Resources). They are also not eligible to receive Nova Bookstore discounts. Student employees cannot receive medical insurance paid for by the university. Students are also not eligible for compensation when performing jury duty; or entitled to bereavement leave, paid vacation, or paid sick time.

POLICY ON SEXUAL HARASSMENT

It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with Equal Employment Opportunity Commission-promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if

- explicit or implicit submission to sexual overtures is made a term or condition of employment or academic program status
- employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtures occurred
- a sexually intimidating, hostile, or offensive atmosphere unreasonable interferes with an individual's work or academic program status performance

At Nova Southeastern University, sexual harassment of or by employees or students includes

1. unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual

advances considered unacceptable by another individual.

2. requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or academic program status.
3. verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless, sexually oriented comments or innuendoes or actions that offend others.
4. engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or academic program status performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity or time available to work at assigned tasks.
5. creating a work or program status environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner and creates unacceptable stress for the entire organization. People harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Office of Human Resources and should be reported promptly to the director of human resources.

At Nova Southeastern University, sexual harassment of students by employees is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment
4. such conduct include but are not limited to unwelcome patting, pinching, or touching, offensive or demeaning sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure, or may report the conduct to the dean of the center, or any other faculty member or the director of Human Resources. All report of sexual harassment will be thoroughly investigated by the Office of Human Resources.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

WORKMEN'S COMPENSATION

Student employees are not covered under the university insurance plan, but are covered by workmen's compensation insurance. In the event that an injury occurs, students must notify their supervisor

immediately. The supervisor should contact the Office of Human Resources for further instructions.

UNEMPLOYMENT BENEFITS

Student employee positions, by design, are temporary positions. Therefore, student employees are not eligible to collect unemployment benefits following termination of employment.

DISPLACEMENT OF REGULAR WORKERS

Student employees may not displace full-time employees (including those on strike) or impair existing service contracts. Employers are cautioned against using students in jobs traditionally filled by full-time personnel outside the institution.

POLITICAL INVOLVEMENT

Student employment jobs may not involve any political activity. Under this restriction, students may not work for a member of Congress, the state Legislature, or any of the various committees of a legislative body, unless the work they perform is nonpartisan.

Positions that involve lobbying at the federal level or working for the United States Department of Education are also prohibited.

VOLUNTARY SERVICES

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including educational institutions) from accepting voluntary services from any paid employee. Therefore, all student employees must be paid for all hours worked. The nearest office of the Wage and Hour Division, Employment Standards Administration, United States Department of Labor, can furnish additional information regarding voluntary services of institutional employees.

FRAUD AND ETHICAL BEHAVIOR PROCEDURES FOR STUDENT EMPLOYMENT

Fraud is defined as "a deception deliberately practiced in order to secure unfair or unlawful gain," according to Webster's Dictionary. Should a student be discovered

claiming unearned hours, forging a student's signature, and engages in any behavior that is considered unethical or inappropriate in the workplace, or violating NSU's Code of Student Conduct, the following steps will be taken

1. a report of the incident will be submitted by the supervisor explaining the offense along with any documentation for support
2. the student will be immediately dismissed from his/her current NSU job
3. the student will be notified in writing of the charges. The Office of Student Employment will make notification that the student will not be able to work in any student employment position while the matter is being investigated. No job referrals will be given while the investigation is being conducted.
4. if the student is found guilty, notification will be made in writing that the student is dismissed from the Student Employment Program. The student will not be allowed to work in any student employment position at NSU.
5. the student has the opportunity to appeal. The student has the right to explain the situation, provide documentation if necessary, and write a rebuttal of the charges. The student must respond within 30 days of the date of the written notice.

If the student is found to be in violation of the University Code of Student Conduct, the following actions will be taken

1. he or she will not be eligible to work under any of the NSU student employment programs.
2. the associate dean of student affairs will receive a copy of the incident report and copies of letter sent to the student. This will occur if the student does not respond within 30 days or after the student rebuttal is considered and the student is still found guilty.
3. the associate dean of student affairs will respond to all or any fraud issues that violate NSU Code of Student Conduct.

4. the associate dean of student affairs will determine appropriate actions to be taken which may include probation or expulsion from NSU.
5. the student will be held accountable to repay the fraudulent amount to the Office of the Dean of Student Affairs. Once the funds are received, it

will be forwarded to the Office of Financial Assistance and returned to the appropriate fund.

STUDENT EMPLOYMENT JOB CLASSIFICATIONS

Student-employment job classifications have been established using general job descriptions and minimum required skills to perform the job and the degree of supervision necessary. These pay rates represent the minimum beginning pay rates at which students can be compensated for each classification. Student employment supervisors must use these job descriptions to determine which classification and rate of compensation is appropriate for their student workers.

<u>JOB CLASSIFICATION</u>	<u>JOB DESCRIPTION/REQUIRED SKILLS</u>	<u>PAY RATE</u>
Student Worker	Requires no specific skills and no previous work experience. Requires constant supervision.	\$7.67
Student Assistant	Requires typing skills, computer and/or word processing knowledge. Requires little or no previous experience. Requires frequent supervision.	\$7.75
Senior Student Assistant	Requires typing skills, computer and/or word processing knowledge, and excellent communication skills for customer contact/relations or counseling. Previous experience helpful. Requires moderate supervision.	\$8.00
Administrative Student Assistant	Requires excellent clerical and communication skills, in addition to one or more specialized skills, and a special educational background/degree program. Requires some related experience. Requires limited supervision.	\$8.25
Graduate/Professional Student Assistant	Reserved for research assistants, teacher assistants, therapists, and other professional positions that require special technical ability and a prior degree. Requires related experience. Require limited or no supervision.	\$10.00
America Reads Tutor	Requires experience in working with children and a strong desire to help them learn to read well. Must be independent, self-motivated, and professional. Own transportation required.	\$13.00
America Counts Tutor	Requires experience in working with children and a strong desire to help them improve their math skills. Must be independent, self-motivated, and professional. Own transportation required.	\$13.00

NOTE:

- 1) Student employed at work locations other than the main campus are sometimes compensated at a higher rate of pay to offset the student's travel time and cost.
- 2) The Office of Student Financial Services and Registration reserves the right to assign pay rates to jobs funded by the Federal Work Study Program.



NSU ID _____ Pay period start date (mm/dd/yy) _____
Pay period end date _____

Student Name: _____ Pay Number: _____
Last

Supervisor _____ Department: _____

Residence Phone: _____ Work Phone: _____

NSU e-mail: _____

WEEK ONE		NUMBER OF HOURS WORKED	WEEK TWO		NUMBER OF HOURS WORKED
Saturday			Saturday		
Sunday			Sunday		
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Week 1 hrs.			Week 2 hrs.		
TOTAL HOURS			HOURLY RATE	\$10.00	TOTAL PAY

Hours worked must be reported to the nearest quarter: 15 min. = .25, 30 min. = .50, 45 min. = .75

Job Number **REQUIRED**

Account Number (10 digits) **REQUIRED**

I CERTIFY THAT THIS IS A TRUE STATEMENT OF TIME WORKED THAT SHOULD NOT EXCEED 20 HOURS (25 HOURS IF FWS AND APPROVED BY STUDENT EMPLOYMENT) WHILE ATTENDING CLASSES AND MUST NOT EXCEED 37.5 HOURS DURING VACATIONS AND BETWEEN SESSIONS.

Signature of Student Employee Date

AS THE SUPERVISOR, I CERTIFY THAT THE EMPLOYEE WORKED THE HOURS REPORTED AND THAT THE ACCOUNT NUMBER, JOB NUMBER, AND CALCULATIONS ARE CORRECT.

Signature of Supervisor Date

EXT. # - REQUIRED

Print Last Name of Supervisor

NOTE: OBTAIN ORIGINAL SIGNATURES BEFORE SUBMITTING TO PAYROLL. KEEP COPY FOR YOUR RECORDS

INSTRUCTIONS FOR COMPLETING STUDENT EMPLOYEE TIME SHEET

1. For payment on time, submit form to your supervisor punctually.
2. A separate time sheet is required for each pay period.
3. Complete all fields accurately, so payment is not delayed.
4. The following information must be provided in the appropriate spaces:
 - NSU ID
 - Pay #
 - Beginning date of the pay period
 - Ending date of the pay period
 - Total hours for week one
 - Total hours for week two
 - Signatures (original)
 - Job number
 - Account number
5. Figure hours by the nearest quarter only:
15 minutes = .25, 30 minutes = .50, and 45 minutes = .75
6. Cleanly erase any marks you wish to change.
7. Do not use whiteout.
8. Avoid stray marks on the form (front or back).
9. Do not fold or mutilate the form.

STUDENT EMPLOYMENT CALENDAR & DEADLINE DATES

ON-CAMPUS STUDENTS 11-12					
SEAFs & Student Docs				Payroll Report	Date of Payment
Due in Student Employment 10:00 a.m.	Pay #	Beginning (Sat)	Ending (Fri)	Time Sheets Due in Payroll Office (Thu. 12 noon)	Paychecks mailed by Payroll Dept.
08/09/11	17	08/06/11	08/19/11	08/18/11	08/26/11
<i>08/18/11</i>	18	08/20/11	09/02/11	<i>08/31/11</i>	09/09/11
<i>09/01/11</i>	19	09/03/11	09/16/11	09/15/11	09/23/11
<i>09/15/11</i>	20	09/17/11	09/30/11	09/29/11	10/07/11
10/04/11	21	10/01/11	10/14/11	10/13/11	10/21/11
10/18/11	22	10/15/11	10/28/11	10/27/11	11/04/11
11/01/11	23	10/29/11	11/11/11	11/10/11	11/18/11
<i>11/14/11</i>	24	11/12/11	11/25/11	<i>11/22/11</i>	12/02/11
11/29/11	25	11/26/11	12/09/11	12/08/11	12/16/11
<i>12/12/11</i>	26	12/10/11	12/23/11	<i>12/21/11</i>	12/30/11
<i>12/19/11</i>	1	12/24/11	01/06/12	01/05/12	01/13/12
<i>01/09/12</i>	2	01/07/12	01/20/12	01/19/12	01/27/12
01/24/12	3	01/21/12	02/03/12	02/02/12	02/10/12
02/07/12	4	02/04/12	02/17/12	02/16/12	02/24/12
02/21/12	5	02/18/12	03/02/12	03/01/12	03/09/12
03/06/12	6	03/03/12	03/16/12	03/15/12	03/23/12
03/20/12	7	03/17/12	03/30/12	03/29/12	04/06/12
04/03/12	8	03/31/12	04/13/12	04/12/12	04/20/12
04/17/12	9	04/14/12	04/27/12	04/26/12	05/04/12
05/01/12	10	04/28/12	05/11/12	05/10/12	05/18/12
<i>05/14/12</i>	11	05/12/12	05/25/12	<i>05/23/12</i>	06/01/12
05/29/12	12	05/26/12	06/08/12	06/07/12	06/15/12
06/12/12	13	06/09/12	06/22/12	06/21/12	06/29/12
<i>06/25/12</i>	14	06/23/12	07/06/12	07/05/12	07/13/12
07/10/12	15	07/07/12	07/20/12	07/19/12	07/27/12
07/24/12	16	07/21/12	08/03/12	08/02/12	08/10/12
08/07/12	17	08/04/12	08/17/12	08/16/12	08/24/12
<i>08/16/12</i>	18	08/18/12	08/31/12	08/30/12	09/07/12

SEAFs or Timesheets received after cutoff dates will be processed for the following pay period.

Payroll Department may update the due dates for timesheets. Use revised dates.

Dates in italics mean Early Pick Up/ Delivery

Rev. 07/01/11

Appendix C

COLLEGE WORK-STUDY— STUDENT CLASS/WORK SCHEDULE



Student name _____ Social Security number _____
 Department _____ Supervisor _____
 Academic term/year _____ From _____ To _____

INSTRUCTIONS: Supervisors must have each CWS student employee complete a class/work schedule. The schedule must be updated each academic term and maintained on file for a period of two years. Please note that according to federal regulations, CWS student employees must not work at the same time they are scheduled to be in class. It is recommended that a class/work schedule be completed by all student employees, including those employed under the NSU Student Employment Program.

Do not send this form to the Office of Student Employment. Please keep this in your files.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m.					
9:00 – 10:00 a.m.					
10:00 – 11:00 a.m.					
11:00 a.m.– noon					
Noon– 1:00 p.m.					
1:00 – 2:00 p.m.					
2:00 – 3:00 p.m.					
3:00 – 4:00 p.m.					
4:00 – 5:00 p.m.					
5:00 – 6:00 p.m.					
6:00 – 10:00 p.m.					
10:00 p.m.– midnight					

Appendix D

ALL STUDENTS MUST COMPLETE A W-4

INTERNATIONAL STUDENTS: Please see instructions below for completing W-4. These instructions do not apply to U.S. Citizens and Resident Aliens.

The Internal Revenue Service (IRS) is the agency that is responsible for the collection of taxes in the United States. This agency has asked us to remind you about the importance of completing your Form W-4 so that the correct amount of taxes is withheld from your paycheck.

To withhold taxes from your paycheck, you must complete a Form W-4, Employee's Withholding Allowance Certificate. You are required to submit a completed Form W-4 before you are permitted to begin working. If you have already submitted a Form W-4, it is important that you have completed it correctly.

The Internal Revenue Service has suggested how our foreign students should complete the form. The example indicates that when you complete the certificate at the bottom you should:

- 1. Line number 3 - check the box for "Single" (even if you are married)**
- 2. Line number 5 - enter an amount of one (1)**
- 3. Line number 6 – on the DOTTED line write "Non-resident Alien"**
- 4. Leave line 7 blank. In most cases, foreign students are not exempt from having taxes withheld from their wages. If you think you may be exempt from having taxes withheld from your wages based on a tax treaty between your country and the United States or based on an IRS code, you must contact Linda Trosper, Payroll Manager, in the Payroll Department at 262-7895 to request a Form 8233 and to obtain specific information regarding how to file the form.**

If you are a student, scholar, trainee, or teacher holding an F-1 visa you are exempt from Social Security and Medicare taxes as long as the services performed are for the purposes specified in your visa.

All foreign students are required to contact Linda Trosper, Payroll Manager at (954)262-7895 for further instructions on filing forms with the IRS.

NOTE: The IRS conducts an annual workshop for income tax questions. Contact payroll for more information.

This text borrowed in large part from a December 13, 2005 Payroll Department memorandum.



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