GALLAUDET UNIVERSITY

ON-CAMPUS
UNDERGRADUATE AND GRADUATE
STUDENT EMPLOYMENT:

A GUIDE FOR STUDENTS

Coordinated by: The Career Center
A Unit of Student Affairs and Academic Support

2016-2017
INTRODUCTION

Many part-time jobs on campus at the University (including the Clerc Center) are filled each year by Gallaudet students. The University is hopeful that, by providing on-campus employment, it can help you meet the financial demands of your education and enable you to obtain the skills, training, and employment recommendations you may need for internships and meaningful and rewarding careers after graduation.

Gallaudet student employment is coordinated by the Career Center, a unit of Student Affairs and Academic Support. The Career Center serves as a clearinghouse for student employment by posting all job opportunities and by developing and administering guidelines which promote fair employment practices. Several of the guidelines are intended to assure compliance with the Fair Labor Standards Act (FLSA) and income tax regulations. Pay scales for student employment are developed and distributed by the Career Center. The Career Center assists in reviewing job descriptions and determining, in consultation with the hiring department, the appropriate pay level for each position to provide for internal pay equity.

This handbook answers the most frequently asked questions about student employment. It is not intended to be a document which covers every aspect of your employment, and it is not a guarantee that procedures will remain unchanged. All Gallaudet student employment is, in part, contingent upon University needs, adequate funding, and satisfactory performance.

HOW WILL I LEARN ABOUT JOB OPENINGS?

Departments with an opening are asked to post their job vacancies on the Bison CareerLink (BCL). Information posted to BCL should include the following information: description of the position, minimum qualifications required to perform the job satisfactorily, name of the immediate supervisor, work days and hours, start and end dates, and the hourly rate. In addition to this information, a closing date for which applications will be accepted should be included. Some departments may also post their own application form along with their job vacancy description. Other departments may ask students interested in employment to come to the Career Center to pick up a Student Employment Application.

As a student, you can use BCL to check for internships, on-campus positions, and off-campus jobs. You can log into BCL using your Gallaudet username and password. Make sure that you update your profile on BCL.

WHO CAN APPLY FOR STUDENT JOBS?

If you are classified as a full-time or part-time student at Gallaudet, you can apply for a student position. (Students under 18 years of age must obtain the appropriate work permit prior to beginning employment.) Continuing students who are registered to return the following semester (including summer) may work during the semester breaks as a student employee. New, returning, or transfer students may not begin work as a student employee until the semester begins.

Students who are on academic probation (AP) are strongly encouraged to make successful academic performance their priority, but they are not specifically prohibited from working on campus. Some departments, however, may have minimum academic requirements for a particular
job. Any student on academic probation who needs to work should carefully consider how he or she can best balance academic studies and employment.

Academic Advisors will work with AP students to develop schedules and strategies for meeting scholastic expectations. Students who are on academic suspension or who withdraw are not considered students and are, therefore, ineligible for student employment.

**HOW DO I APPLY FOR A JOB?**

If you are interested in a position, you must complete either the application posted on BCL by the hiring department or a Student Employment Application form. Student Employment Application forms are available in the Career Center. Be sure to fill out the form completely. Your completed application form should be delivered directly to the department with the opening. The hiring department may also ask that you provide additional information such as a resume, cover letter and/or sample of writing.

**CAN INTERNATIONAL STUDENTS WORK ON CAMPUS?**

**International (F-1/J-1) students** are permitted to work on-campus without Bureau of Citizenship and Immigration Services - BCIS (formerly the INS) authorization if they:

1. are currently enrolled as a **full-time** student
2. are in good academic standing
3. have the appropriate immigration papers (Valid I-20 or DS-2019, I-94, Passport, Visa)

**Important Note:** Staying in the United States with an EXPIRED STUDENT VISA is OKAY!

If the visa stamp in the student’s passport has expired, it is not necessary to renew it if student wants to stay in the U.S. However, if it has expired and student wishes to travel outside the U.S., then it will need to be renewed at a U.S. consulate or embassy outside the U.S. It cannot be renewed within the U.S.

**Note:** **Full-time** students status means that the international student is enrolled for 12 credit hours or more of course work if an undergraduate, and 9 credit hours or more if a graduate student. Also, Gallaudet student employment is employment that is performed on Kendall Green (departments and units of Gallaudet University). Employment at the Kellogg Conference Center that does not directly benefit students (e.g., the cafeteria, front desk, conferences, and workshops) is not considered on-campus employment.

International students are allowed to work up to 20 hours per week while school is in session, and 40 hours or more during vacations and holidays. Any on-campus employment while school is in session that exceeds the maximum of 20 hours per week will immediately invalidate the student’s immigration status. Each international student will be required to fill out an Employment Eligibility Form (Form 1-9) in the Office of Research Support and International Affairs (RSIA). The supervisor will not aid the student in filling out the Form 1-9. This must be done in RSIA.

International students who are on academic suspension or who withdraw are not considered students and are ineligible for student employment.
IF I APPLY FOR A JOB, WILL I BE INTERVIEWED?

Not all applicants are interviewed by the hiring department. The hiring department will let you know by e-mail, letter, or VP whether or not you have been selected for an interview. Departments will select the applicants that have the qualifications and skills that best fit their needs. If you are selected for an interview, please be on time and dress appropriately. If you would like tips on interviewing techniques, books and handouts are available in the Career Library.

IF I AM HIRED, WHEN WILL I BEGIN WORK?

The hiring department will let you know your starting date. When you arrive on the job, you will be given a general orientation to the office and will be informed about what the work involves and what you are expected to accomplish. You will also be told procedures for reporting absences, late arrivals, and early departures.

IS THERE A PROBATIONARY OR TRIAL PERIOD?

The first three months in any position are considered the probationary period. If at any time during the probationary period your supervisor determines you are not suited to the job, your employment may be terminated. If you satisfactorily complete your probationary period but your performance later declines, you will be warned in writing that failure to improve will result in your termination. Student employment may be terminated immediately for acts of gross misconduct. One act of gross misconduct is the dissemination of confidential information. If you are working in an office where there are confidential files, you must maintain the security of this information. Students are not eligible to file a grievance for a termination that occurs during the probationary period.

Student employment may be terminated without a letter of warning at the end of an appointment period, for budgetary reasons, for reasons related to program needs, or if the individual is no longer considered a student. In these situations, students are usually given two weeks notice so that they can attempt to find other employment.

WILL I RECEIVE TRAINING?

A specified period of time may be set aside to provide you with intensive training. Training that is required and directly related to your job will be considered work time. Most departments will also offer on-the-job training to allow you time to get oriented to your new position.

WHAT DO I HAVE TO DO TO GET PAID?

When you begin work, you will be required to complete an I-9 form and tax forms. These forms must be on file in the Payroll and Personnel Offices in order for you to work and be paid. The I-9 form requires that you provide documentation establishing identity (i.e., picture identification such as your driver’s license) and employment eligibility (such as a U.S. Social
Security card or birth certificate). A U.S. Passport, Certificate of U.S. Citizenship, Certificate of Naturalization, or Alien Registration Card may be used to establish both identity and employment eligibility. If you are an international student, your I-9 form will be completed by the Office of Research Support and International Affairs (RSIA).

You will be responsible for logging into Etime when you report for work and logging out of Etime when you have completed your work time. If you work different hours throughout one workday, you must log-in and log-out each time that you report to work. If you work for more than one department, you must make sure that you select the correct department code when you log-in. Your supervisor will tell you when the pay periods start and end, and where and when you will receive your pay. Student employees are paid every two weeks on Tuesday. You will be paid for the hours you actually work. Students are not eligible for holiday pay, paid vacations or sick leave, or other benefits unless specifically prescribed by law. Lunch breaks are not paid.

Some departments may require you to keep track of your work time by logging in and out of E-Time and also filling out a timecard. The purpose for this is that the timecard serves as back-up in case there is any discrepancy with your work time recorded in E-time or if there is a malfunction in the E-Time system.

**If required to fill out a Time Card, Time Cards are Color Coded:

- **White Time Cards**: American and Green Card
- **Blue Time Cards**: Federal Work Study (American and Green Card Only)
- **Yellow Time Cards**: International

**Note**: Payroll deductions are available to allow you to pay off your student account. Contact Student Accounts for more information.

**HOW MANY HOURS CAN I WORK EACH WEEK?**

Students, with the exception of Federal Work Study students and international student (those classified as F-1/J-1), may work up to a total of 40 hours per week on campus. If you hold more than one position on campus, please remember that you cannot work more than a total of 40 hours each week unless the overtime is approved in advance by the supervisor. If a supervisor asks you to work beyond 40 hours, you must inform the supervisor that you have reached 40 hours. If the supervisor asks you to remain and you are able, you will be paid overtime (time and a half) for all the hours worked over 40 in a one week period.

**Federal Work Study (F.W.S.) (American and Green Card only)**

Federal Work Study (FWS) is a Federal financial aid program intended for students who must earn money to assist with their educational expenses. You must apply for FWS with the Financial Aid Office. If you are eligible for FWS and are hired on campus, the FWS program will pay 70 percent of your earnings, and the hiring department will only pay 30 percent. You must get the appropriate documentation from the Financial Aid Office to give to your hiring supervisor for signature. FWS student employment is particularly attractive to on-campus employers because less is paid from the departmental budget for your services. International students are not eligible
for the Federal Work Study Program. Federal Work Study students are not permitted to work more than 39 hours each week or 79 hours during a two-week pay period.

For additional information about the Federal Work Study Program, contact the Financial Aid Office.

**International (F-1/J-1) Students**

*International (F-1/J-1) students* are permitted to work on-campus without the United States Citizenship and Immigration (USCIS) if they:

1. are currently enrolled as a **full-time** student
2. are in good academic standing
3. have the appropriate immigration papers (Valid I-20 or DS-2019, I-94, Passport, Visa)

**Summer Employment**

During the summer if you are not registered for summer classes, you will be required to pay social security and Medicare taxes (FICA).

If you are taking classes during the summer and working, the above rule does not apply. Once your summer classes are over and you continue to work, you will start paying for social security and Medicare taxes (FICA) until classes begin in August.

**HOW MUCH WILL I BE PAID?**

Student employees are paid according to a level and step system.

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*Note: Level A, Step 1 is equivalent to Gallaudet University’s minimum wage rate for students effective July 1, 2016. The entire student schedule may be revised periodically to assure compliance with minimum wage laws and to maintain market comparable pay rates.

The levels are based on the complexity of the job and the qualifications required. The Career Center is responsible for determining the pay level for each position in consultation with the hiring department. Undergraduate students who meet the minimum qualifications usually start at Step 1 of the appropriate level. Students with added qualifications may start on a higher Step. Expect in highly unusual circumstances, undergraduate students start no higher than Step 5. Graduate students may be offered a pay rate on any Step of the appropriate level; however, departments consider skills, experience, internal equity, and the departmental budget in making a salary offer. The pay schedule will not be compromised to intentionally enable a student to qualify for SSI.
No student may have an hourly wage higher than the maximum pay rate on the pay schedule expect in highly unusual circumstances. Exceptions are reviewed with the Career Center before a salary is offered. Students who work in more than one position, even if in the same budget unit, may receive different rates of pay.

HOW WILL MY PERFORMANCE BE EVALUATED?

Satisfactory performance is essential for keeping your job. Your productivity, quality of work, initiative, human relations skills, and other factors will be monitored by your supervisor. If you remain in the job for a full year, you will receive a formal, written performance evaluation. Based on your overall performance, you may be eligible for a merit increase. Merit increases are awarded as follows:

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<td>Above Average Evaluation</td>
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Unless the position is an exception, no student will receive an increase taking him or her above Step 15 on the appropriate level. Students with a Satisfactory, Needs Improvement, or Unsatisfactory evaluation are ineligible for a merit increase. Students may be reevaluated in three months and may receive a merit increase if performance has improved to above average or outstanding. Students with a Needs Improvement or Unsatisfactory evaluation are warned on the evaluation form that, unless there is immediate and sustained improvement, employment will be terminated. If you disagree with your evaluation, you may write your comments on the evaluation form, write a rebuttal which will be kept in your file, or you may file a grievance.

CAN I HAVE A FREE ROOM INSTEAD OF PAY?

Payment of minimum wages and overtime for full-time graduate students as graduate assistants may be made by furnishing living accommodations. However, this arrangement must be for the convenience of the University, and residing in the dormitory or other facility must clearly be a condition of employment. Announcements on file with the Career center must state this requirement and indicate that living accommodations will be offered instead of pay. Students are generally expected to be on-call. The value of the accommodation (i.e., the equivalent of the weekly fee normally charged for the accommodation) must meet minimum wage and overtime regulations for the hours worked. Accordingly, a time card must be kept in the department for record keeping purposes.

WILL I BE PAID FOR PARTICIPATING IN EXTRACURRICULAR ACTIVITIES?

As part of your overall education programs, the University provides opportunities for you to participate in activities such as theater productions, student publications, SBG, etc. These types of activities are for your enjoyment and benefit and are not covered by minimum wage and overtime regulations. Students may receive a nominal sum for participating in these programs, if appropriate.
Students performing services on behalf of and for the benefit of the University, e.g., selling programs or tickets, are entitled to receive payment unless they are clearly volunteering their services.

**CAN I VOLUNTEER ON CAMPUS?**

Students may volunteer to work on campus for Community Service hours, their organization’s community service commitments or for humanitarian reasons. In these situations, there is no pay. However, if you are hired for a particular position, you may not volunteer to work overtime (over 40 hours) in that position and thereby waive your right to overtime compensation.

**WHAT DO I DO IF I NEED TO RESIGN FROM A JOB?**

If you need to resign from your position, please talk with your supervisor first. Students are expected to give at least two weeks notice before leaving a job.

**WHAT ARE SCHOLARSHIPS, STIPENDS, AND GRADUATE ASSISTANTSHIPS?**

Scholarships are offered to help defray the cost of student tuition. Scholarships in general, are tax-free to recipients only if the scholarship is used by a degree candidate for “qualified tuition and related expenses.” Qualified expenses are limited to: (1) tuition and fees for enrollment in a qualified school; and (2) tuition and fees, books, supplies, and equipment required for the course of the study. Students are not expected to work in exchange for a scholarship. Scholarships are paid by check request or, if offered by the Office of Financial Aid, by credit to the student’s account.

Stipends, assistantships, or other forms of financial assistance given to a student without the expectation of working should be processed on a check request.

Although nearly all student employment should be processed in accordance with the section in this handbook entitled “Orientation/Payroll,” occasionally a student may receive a lump sum payment at the beginning of a semester or several smaller lump sum payments (sometimes referred to as stipends or assistantships) during the course of the semester to help with expenses and is expected to work a number of hours each week or pay period in exchange for the payment. These types of payments must be processed on a Special Personnel Action Form (SPAF), and a time card must be kept in the department to assure that the overall payment meets minimum wage and overtime regulations.

**WHAT ARE PRACTICUMS AND INTERNSHIPS?**

Students are regularly placed in work assignments as part of their academic program, intended for their benefit, and designed to provide them with professional experience in the furtherance of their education and training. Practicum and internship experiences of this nature are not paid by the University unless the student is hired and paid as a regular student worker.
ARE THERE GRIEVANCE PROCEDURES IF I NEED TO FILE A FORMAL COMPLAINT REGARDING MY EMPLOYMENT?

Students are encouraged to resolve problems directly with their supervisor. However, if a student has a problem or complaint he or she cannot resolve with the immediate supervisor and the student believes an employment-related action is inappropriate, unfair, or in violation of the institution’s policies or procedures, the student may file a formal complaint. The first step is for the student to bring his or her concern to the attention of the department head within five weekdays of the incident. The department head has five weekdays to respond. If the student disagrees with the response of the department head, the student may present an appeal in writing to the unit administrator (e.g., director manager) from the department head’s response. The unit administrator must respond within five weekdays. If the student disagrees with the response of the unit administrator, the student may appeal to the senior administrator (e.g., associate dean, executive director) within five days of the unit administrator’s response. Unless there are extenuating circumstances, the senior administrator must respond within ten weekdays. The decision of the senior administrator is usually final and binding. The student may submit a final appeal to the EEO officer if he or she believes an act is in violation of any law or regulation governing employment.

Students are not eligible to file an appeal for a termination that occurs during the probationary period.

WHAT DO I DO IF I LATER NEED A RECOMMENDATION?

The department where you worked will keep a record of your employment for a minimum of five years following your graduation. If you need a recommendation or verification of your employment, have the employer contact the department. The department will verify your dates of employment, position(s) held, start and end pay rates, and performance evaluation rating.

If you have any questions, contact the Career Center.
Email: Career.Center@gallaudet.edu
Phone: 202-651-5240
Fax: 202-651-5736

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