

# 2021 PLU Student Workers' Handbook

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## Finding on Campus Jobs

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### Search for Jobs

At PLU, there are lots of on-campus opportunities available. Log in to the Opportunities Board to view open positions. Almost all jobs on campus are work-study eligible but most positions are also open to students who don't have work study. With our staff working remotely this semester due to the COVID-19 Pandemic, students can get help with the job search process by emailing the career experts in Alumni & Student Connections at [studentjobs@plu.edu](mailto:studentjobs@plu.edu). We would love to guide you through the process!

### Prepare Your Application Materials

Alumni & Student Connections career services brings together PLU's best academic and career planning tools. Students can get advice about resumes, cover letters, and the application process by meeting with a Career Peer Educator or by scheduling an appointment with a career advisor. More details are on the [Career Advising website](#).

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## Student Employment Policies

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### Student Worker Eligibility

Student workers at PLU must meet the following eligibility requirements:

#### Age

By law, student workers must be 18 years of age or older to work for PLU. A student can apply for positions before turning 18 but cannot begin their first day of work or training until on or after their 18<sup>th</sup> birthday.

#### First Year Students

Incoming PLU students are allowed to begin working as student workers once they register for classes. New students can go through the application and interview process prior to registration, but cannot begin work until after they have registered and turned in their [I-9](#) and [W-4](#) paperwork to the Student Employment office.

## **Credit Requirements**

During the fall and spring semesters, undergraduate students must be enrolled in 6 or more credits in order to work on campus. Graduate students only need to be registered for 4 or more credits. We check to make sure that all students are actively enrolled in the minimum number of credits every pay period. Students may work during J-term and summer without taking classes as long as they are enrolled in the term immediately following. If a student cannot register due to financial holds, they have until the first day of classes to register in order to be eligible for on-campus employment.

## **International Students**

International students can begin working 30 days before the first day of classes. International students may need to obtain a social security card before they can legally work in the United States. This process generally takes at least 3 days from the time the student has been offered a job. Once offered a job, the student should immediately fill out the [SSN Support Letter Request](#) form to begin this process. Students who have DACA, Legal Permanent Residency (a green card), or another immigration benefit which provides them with a work permit are not considered International Students.

## **Academic Standing**

If a student falls below a cumulative 2.0 GPA they could lose their Federal and State Work Study Awards and continued on campus employment may require evaluation on a case by case basis.

## **Employment Paperwork**

Before a student begins their first job at PLU, they must fill out the [I-9](#) and [W-4](#). These forms must be turned in *before* a student begins working or training. Filling out the I-9 will require a student to present original documents such as a passport, social security card, or birth certificate. A list of acceptable documents can be found on page three of the I-9. The law is very clear that we cannot accept scans, copies, or photos. Many students will need to have the necessary document(s) mailed to them. Students turn in their documents in the Student Employment office in the [Nesvig Alumni Center](#). If the student has worked on campus previously, they do not need to turn in new forms unless several years have passed since they last worked for PLU.

Federal law prohibits PLU from allowing students to fill out the I-9 before they have accepted a job offer. We work hard to inform students of the employment forms requirements before they get to PLU but we cannot allow students to fill out their employment forms en masse as a part of student registration or new student orientation. If you have questions about this process, please contact Student Employment.

## **Hourly Rate**

Minimum wage increases will be calculated annually by L&I using a formula tied to the rate of inflation. See [here](#) for the current minimum wage.

Any time the minimum wage is increased, student employment works with the Payroll Office and INTS to automatically increase all student wages to meet the minimum wage requirement. Changes in pay always take effect at the beginning of a pay period - the 11th or 26th of the month.

Student workers must be paid on an hourly basis. They cannot be paid by stipend or award and cannot be paid as independent contractors. Exceptions to this rule are extremely rare and must be approved by student employment in advance.

It is common practice not to pay students more than minimum wage unless the student is in a supervisory/student manager position or has taken on significantly more responsibilities than average student workers. Most departments do not provide raises to students based on length of service alone.

### **Breaks**

If a student is working a shift that is 4 hours or longer, they must take one paid 10-minute break for every 4 hours they work. If a student works a shift that is longer than 5 hours, they must take a 30-minute unpaid lunch break before they hit the 5-hour mark. If a student's shift is longer than 8 hours, it's possible that the student would be entitled to a second 30 minute break. Students working longer than 8-hour shifts may be eligible for additional breaks.

### **Hourly Limits**

Student workers may not work more than 19 hours per week on campus during fall and spring semesters. The work week begins on Saturday and ends at midnight on the following Friday. If a student works multiple on-campus positions, the sum of their total hours spanning all positions cannot exceed 19 hours each week.

During the summer, students can work up to 40 hours, regardless of whether or not they are enrolled in classes. During J-term, students can work up to 40 hours if they are enrolled in 2 credits or less (this includes online courses). If they are enrolled in more than 2 credits, they must stay at or below 19 hours. Students may also work up to 40 hours during the following official breaks: Mid-Semester Break, Thanksgiving break, J-term Break, and Spring Break.

International students can work up to 40 hours during summer and J-term if they are not enrolled in classes. If they are enrolled in classes, they must stay at or below 20 hours while the term is in session. The only exception to this rule would be if the credits are for Independent Study or Internship for the purpose of Curricular Practical Training. Additionally, international students may work up to 40 hours during the weeks between the end of Fall semester and the beginning of J-term, during the break between the end of J-term and the beginning of Spring semester, and during the week of spring break.

### **Graduating students**

When a student worker graduates, their eligibility to work on campus changes. If a student wishes to continue working after they graduate, they may only continue working in a student role until the first day of the next "regular" term. The fall and spring semesters are both considered "regular" terms while J-Term and Summer are not.

Spring graduates are able to continue working until the first day of fall semester classes. On the date that fall classes begin the student will no longer be able to work as a student worker at PLU.

Summer graduates are also able to continue working until the first day of fall semester classes. As with spring graduates, they will no longer be eligible to work starting on the date that fall classes begin.

Winter graduates are able to continue working until the first day of spring semester classes. On the date that spring semester classes begin, the student will no longer be able to work as a student worker at PLU.

According to Visa limits, international students on an F-1 or J-1 visa cannot keep working after their graduation date.

### **Computer Access**

Many student workers are asked to use a computer for their job duties. Student workers who will access PLU computers must read the computer use policies [here](#). We recommend that students not use their personal PLU email to complete their job duties; they should use an email designated for the department/office. If a student will be using their personal email for job-related communication, the student must not discuss any FERPA-protected information about other students in the course of sending or receiving work emails. Students should not link work email accounts to personal cell phones unless it is deemed 100% necessary. If a student worker will be using their personal email address or linking a work email to their cell phone, they must take measures to ensure cyber safety, including making sure their phone is password protected.

### **Stipends**

It is extremely rare for student employment positions to meet the legal requirements to be paid by stipend. Almost every student job is paid as an hourly position in order to comply with labor protections.

### **“On-Call” students**

We highly discourage employers from requiring students to be “on call” for shifts by requiring them to be available to report to work during a given period of time. If a student is placed “on call” PLU may have a legal obligation to pay the student for the entire time they are on call, depending on the details of the arrangement. If a student has a question about being “on call,” they may contact student employment at [studentjobs@plu.edu](mailto:studentjobs@plu.edu).

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## **What to Expect**

### **Training**

Legally, all job-related training must be paid. In most cases, providing students with academic credit or other benefits for training in lieu of financial compensation is not permitted. Students who attend training should include training time on their banner time sheets.

## **Pay periods & Pay days**

PLU student workers are paid bi-monthly. A full list of pay period dates and pay dates can be found on the Payroll website [here](#).

## **Time Sheets**

Students report hours worked via a timesheet on Banner. This timesheet will show up in Banner within a few days of the student's first day of work. If a timesheet does not appear in banner 9, the student or their supervisor may contact student employment at [studentjobs@plu.edu](mailto:studentjobs@plu.edu). It is best practice to log hours in Banner at the end of each shift worked instead of waiting until the end of the pay period.

Students must record hours worked in 15-minute increments. Student workers should only report worked time and paid 10-minute breaks (not unpaid lunch breaks).

PLU does not allow students to wait until the end of a semester to claim hours worked. If a student has worked more than 2 weeks without submitting a Banner timesheet, they should contact Student Employment at [studentjobs@plu.edu](mailto:studentjobs@plu.edu).

If a student's timesheet is not online in time for them to enter their hours before the deadline or a student forgets to fill out and submit their hours, the student will need to work with their supervisor to submit a [paper timesheet](#).

A student cannot record hours from one pay period on the timesheet of a different pay period. This is illegal, disrupts the tracking of sick leave and overtime, and can cause a student to go over the maximum hours per week.

## **Paychecks**

Students will receive a paycheck twice a month either via direct deposit or by picking up a check from the business office. When a student originally comes to fill out their hiring paperwork, we will offer them a direct deposit form. If the student chooses not to do direct deposit initially, but later decides they want it, that form can be found [here](#). It can also be found in paper form in the Student Employment office and the Payroll office.

## **Paycheck Errors**

If a student discovers an error in their paycheck or does not receive a paycheck for time worked, they should contact the payroll office immediately by email at [payr@plu.edu](mailto:payr@plu.edu) or in person in Hauge Administration 102-9.

## **Student Worker Rights and Responsibilities**

When a student submits their employment paperwork, we require that they sign the [Student Worker Rights and Responsibilities](#) form. Students must abide by all of the policies outlined in this document. Students who feel that their rights are being violated are encouraged to bring their concerns to the Student Employment Coordinator. Appointments may be scheduled by emailing Penny Craig at [penny.craig@plu.edu](mailto:penny.craig@plu.edu).

## **Policies by Position**

Student employment allows each office/department to create its own policies by position such as attendance expectations, scheduling expectations, dress codes, codes of conduct, and computer use policies. We encourage each office/department to write policies that are gender inclusive and respectful of religious and cultural differences. All student worker policies should be consistent with PLU's [Religious Inclusion and Accommodation Statement](#) and [PLU's Diversity Statement](#). If a student feels a position policy violates these principals they may report the issue to student employment by emailing [studentjobs@plu.edu](mailto:studentjobs@plu.edu).

## **Safety orientation**

It is important for student workers to understand each building's safety protocols such as the location of the First Aid Kit and the procedures for Fire Drills and [Emergency Alerts](#). Each student worker should receive a safety orientation to make sure they are prepared for an emergency.

## **Overtime**

During times when classes are not in session, a situation might occur where a student works over 40 hours in one week. If a student is scheduled to work more than 40 hours in one week, they must get approval from all of their supervisors. Students should not pick up extra shifts which would result in working more than 40 hours in one week without first getting approval from all of their supervisors. The work week at PLU starts on Saturday morning and ends on Friday at midnight.

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## **Benefits**

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### **Sick Leave**

Per Washington state law, students that work for PLU accrue paid sick leave at a rate of 1 hour per 40 hours worked. Sick leave may be used in any on-campus job, regardless of where it was accrued. Students become eligible to take paid sick leave 90 calendar days after their first hire date.

Sick leave can be used when a student must miss a scheduled shift due to injury or illness as well as for medical appointments scheduled in advance (including mental health appointments). It is best practice to use accrued sick leave for every eligible absence, rather than saving up sick leave. Students can view sick leave balances in Banner. The balance will update after each paycheck is issued. Read the full sick leave policy [here](#).

### **Paid Family Medical Leave (PFML)**

As of January 1, 2020, Washington is the fifth state in the nation to offer paid family and medical leave benefits to workers. This insurance program will allow workers to be paid a portion of their normal salary while taking up to 12 weeks of leave to care for a new child, recover from a serious illness or injury, take care of a relative, or for certain military events.

The program was approved by Washington voters and funded by premiums (a tax) paid by employees and employers. The premium for employees is 0.4% and this amount is automatically deducted from each student's paycheck. If a student is making \$13.69 an hour and working 20 hours a week, they will pay \$1.09 per week for the new premium.

PLU Student Employment will soon release additional information about implementation of the PFML law.

PLU student workers may learn more about eligibility requirements [here](#). If a student thinks they may be eligible and wishes to submit a claim for Paid Family and Medical Leave, they must notify student employment by email at [studentjobs@plu.edu](mailto:studentjobs@plu.edu).

### **Holiday pay**

Student workers do not get paid extra for working on federal holidays.

### **Work Study**

Some students are eligible for Work Study based on financial need as determined by the FAFSA. Work Study earnings are treated differently than other earnings when completing their FAFSA. If a student is not awarded Work Study, that student will be paid as a Non Work Study student. Student employment will automatically assess each student's Work Study eligibility and code the position accordingly. If a student does not want their on-campus job to be coded as Work Study, they may contact student employment at [studentjobs@plu.edu](mailto:studentjobs@plu.edu).

When hiring a student worker, on-campus supervisors may not take Work Study eligibility into consideration. The only exception to this is when hiring for designated "Community Service" positions which require Work Study eligibility due to federal regulations.

According to federal law, student jobs in Campus Ministry and jobs that are religious in nature are not eligible for Work Study, even if the student qualifies for Work Study.

### **Reference Checks and Letters of Recommendation**

Please remember that student employment supervisors are not required to give a reference or recommendation when requested. Supervisors have the autonomy to say no.

Students should provide supervisors with a FERPA consent to release records because their employment records with the university are considered academic in nature due to the requirement that they be a student to be employed.

FERPA Consent to Release Records can be found at <https://www.plu.edu/registrar/documents/>

Students should complete this information and provide their supervisors with the completed FERPA disclosure before asking their supervisors to share information with a third party whether in writing or verbal.



If students need an employment verification, all student employment verifications are processed by payroll via fax so it is secure, this includes employment dates and wage information.

Request the release of information and a form to fill out

be faxed to Attention. Angela McClain Payroll Specialist

Pacific Lutheran University Fax: (253) 536-5060

***Mentoring Moment: When performing the duties of a job consider being sure to perform the duties of your position in a fashion that would result in a favorable recommendation or reference. Ask your supervisor to guide you on what that looks like regarding the specific position for which you were hired.***

## Conclusion

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Student employment is an essential part of a student's co-curricular experience at PLU. The Student Employment Office is here to help with any and all questions. If you aren't sure about a policy or how to handle a new situation, feel free to reach out to us by email at [studentjobs@plu.edu](mailto:studentjobs@plu.edu) or directly contacting Penny Craig at [penny.craig@plu.edu](mailto:penny.craig@plu.edu).