

Student Employment Mission Statement

Multnomah Student Employment's mission is to assist students in finding on campus employment where they can gain real employment experience and prepare them for future employment with real, marketable skills.

Introduction

Work experience enables students to explore career options, discover work strengths and weaknesses, likes and dislikes, and experience how academic learning applies in the world of work. The value of student employment is it provides flexible scheduling, hassle free commuting, along with a lower tax liability. It also provides opportunities for eligible students to help finance their Multnomah education. Eligible students employed in a student employment position are not responsible to pay FICA taxes (Social Security and Medicare) which means you keep more of the money that you earn.

Student Employment is intended to be a learning experience. We desire that you will learn interview skills, be fully trained by a supervisor, have your work performance evaluated by your supervisor, and learn to develop good work habits. We encourage supervisors and student employees to be active agents in making the employment experience a positive one for everyone involved.

Eligibility for Student Employment:

Multnomah closely mirror's the IRS eligibility requirements for the FICA tax exemption for all Student Employment positions. Students taking six credit hours or more in the College, four credit hours or more in the Seminary/Graduate programs, or three credit hours or more at a satellite campus location are eligible to fill student employment positions at Multnomah.

During the academic year, students must be attending class to be eligible for student employment. Being enrolled or registered does not constitute attending class. Students cannot work as student employees until the first day of class or after. Students may take a leave of absence for up to 5 weeks from attending class and still be eligible for student employment. The only exception is if losing the student would cause undue hardship to the department the student is working for and the student cannot be replaced. In this case the department director needs to, in writing, communicate to HR why it would be an undue hardship and the student is not replaceable. The student would then become a temporary employee of Multnomah and be liable for FICA taxes. Final approvals for these decisions are made by the Director of Human Resources.

All Students complete new hire paperwork through the Student Employment/Human Resources Office.

General Employment Policies

Equal Employment Opportunity: Multnomah Bible College is an equal opportunity employer, hiring qualified applicants regardless of sex, race, color, and national or ethnic origin who are personally committed to faith in Jesus Christ.

Maximum Hours: Students may be employed at more than one location on campus provided they don't work more than their maximum hours. During the school year, students may work a maximum of 28 hours per week. International students may only work 20 hours per week when school is in session. Students may work 40 hours per week during class breaks.

Benefits: Students do not receive holiday and overtime pay, as they are part time employees.

Sick Time: Multnomah offers student employees sick time according to the regulations of the City of Portland Sick Leave Ordinance. Student employees accrue sick time per hour worked up to 40 hours per year and may use up to 40 hours per year of accrued sick time. Student employees can check with their supervisor or timesheet for monthly reports about the amount of sick time available to them. Students accrue 1 hour of sick time for every 30 hours worked.

International Students: Placement of international students will be decided on an individual basis in accordance with the student's visa status. International students may not work more than 20 hours per week when school is in session.

Evaluations: Each semester an evaluation will be completed by your supervisor and discussed with you. After the discussion, both you and your supervisor will sign the evaluation. This becomes part of your permanent record and is kept in your file.

General Employment Guidelines

At Will Employment Statement:

All Employment, including Student Employment, at Multnomah University is considered "at will" and can be terminated at any time and for any reason by either the institution or the employee.

Equal Opportunity Statement:

Multnomah University is an equal opportunity employer, and as such does not engage in discrimination in its programs, activities, and policies against students, prospective students, employees or prospective employees, because of race, color, ethnic or national origin, age, personal handicap, or gender. Such policy is in compliance with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act to 1973, and all other applicable federal, state and local statutes, ordinances, and regulations.

Types of Student Employment

Federal Work Study:

(FWS) awards are shown in each eligible student's financial aid award letter. In order to be eligible for FWS, a student must file a completed financial aid form (FAFSA) and have received an award letter showing eligibility. Since FWS is one component of the financial aid package,

each student is awarded a set amount of eligibility. Due to the limited amount of available funding, not all students who have work expectations will be awarded work-study.

Community Service FWS:

Federal and state agencies as well as non-profit organizations may contract with Multnomah to hire FWS eligible students off campus. Currently Multnomah has a contract with Montavilla Community Center to provide them with teaching assistants for their preschool program.

Non-Federal Work Study:

All students who are enrolled at least half time are eligible for on-campus student positions and may apply as they come open. The only restricted positions are the Community Services FWS positions as only students with FWS financial aid may apply.

International Students: Placement of International Students will be decided on an individual basis in accordance with the student's Visa status.

Off-Campus Employment: Part-time opportunities with local employers are made available on the student employment page on Multnomah Connect.

Student Employment Process

Job Postings & Employment Applications:

All open Student Employment positions are posted at this web page: www.multnomah.edu/studentemployment. When students find a job they want to apply for they fill out the online. There are specific instructions on each job posting.

Social Security Number:

Student employees must have a valid U.S. Social Security number. The Department of Homeland Security requires Multnomah to document this number through the required new hire paperwork. Students may not be employed without proper documentation. International students should contact the Student Employment office to receive the forms needed to apply for a Social Security number.

I-9, Department of Homeland Security:

Since 1986, all new employees are required to show proof of **legal status to work in the United States**. Each employee, including student employees must complete an I-9 Form on their hire date. The acceptable identification is listed on the back of the I-9 Form. Original documents must be provided. Photocopies and faxes cannot be accepted.

W-4, IRS Statement of Withholding:

The W-4 Form provides Multnomah with each employee's tax information and the address provided is used for mailing the year-end tax report (W-2). Students who require assistance figuring out their withholdings should seek advice prior to submitting the form.

International Students:

Federal guidelines stipulate that **International students may not work more than 20 hours per week when school is in session**. During the winter and summer breaks international students may work up to 40 hours per week, but may not exceed 40 hours per week for all jobs on campus.

Pay Information:

All Student Employment jobs on campus are paid the Oregon State Minimum wage.

Maximum Hours of work:

Students may be employed at more than one location on campus provided they do not work more than **28 hours per week total**, while classes are in session. During school break periods including between semesters student employees may, with supervisor approval, work a maximum of 40 hours per week.

Lunch Periods:

Lunch periods for student employees are scheduled by the department supervisor. Oregon Wage and Hour laws require that Multnomah provide unpaid meal periods of no less than 30 minutes to all employees who work shifts of six or more hours.

Breaks:

Oregon Wage and Hour laws require that Multnomah provide a period of rest of no less than 10 minutes, without deduction from the employee's pay, for every segment of four hours worked in one work period. The time of break should be scheduled with the supervisor and should be taken approximately midway in the work segment.

Overtime:

Multnomah University has a policy of "no overtime" for student employees. The standard workweek is Sunday through Saturday. This requirement is universal; students must consider the total of hours worked in **all** departments during the week when scheduling work hours. Any overages are required to be paid at an overtime rate; however, they will be noted in payroll and will require the student and the supervisor to make a plan against similar situations occurring in the future.

Holidays/Time Off:

Multnomah University does not offer any holiday, sick or vacation benefits for student employees.

Student Tax Status:

Social Security and Medicare (FICA) taxes are not withheld from a student employee's wage as long as they are enrolled and actively attending classes based on one-half time enrollment or more (**6 credits in the College or 4 in the Seminary/Graduate programs**). Social Security and Medicare (FICA) taxes are withheld during summer break.

Student Time Sheets:

Timesheets are sent to each student employment supervisor every month. Time sheets are a legal document from which student employees are paid. There are a few departments that utilize a time clock, student employees should check with their supervisors regarding how to obtain their timesheets.

Timesheets must be turned in to the supervisor by the 16th of each month. Student employees must sign their timesheets before submitting them to their supervisor for an authorizing signature.

Multnomah's pay period is from the 16th of each month through the 15th of the following month. Student employees may pick up their paycheck the last business day of each month from the clerk at the campus Post Office. Direct deposit statements will be put in each student's box who has signed up to receive direct deposit. Photo identification is required in order to pick up live paychecks from the Post Office.

Direct Deposit:

Student employees may wish to have their wages direct deposited into their checking or savings account. In order to set up direct deposit, students must provide the Student Employment or Payroll office with a voided check from an account owned by the student employee as well as a completed Direct Deposit Authorization form. Students may obtain a copy of this form in the Student Employment, Payroll or Human Resources office.

Worker's Compensation:

Worker's Compensation Insurance is withheld from all employees' wages (including student employees). Student employees should immediately report all injuries that occur while working. Injuries must be reported to the supervisor and an accident report must be completed and filed in the Human Resources office located in Sutcliffe Hall.

Name & Address Change:

Students are responsible to provide name and address changes to the Student Employment and Payroll offices as often as necessary during the course of employment at Multnomah. The Payroll office will make every effort to accommodate special requests with regard to mailing or holding paychecks.

Lost or Stolen Payroll Checks:

Student employees must notify the Payroll Office immediately if a payroll check is lost or stolen. The Payroll office will be responsible to notify the bank, and issue a replacement check. Replacement checks take up to a week to process.

Termination: Oregon is an "At Will" employment state, which provides all employees the right to terminate their employment at any time. If a student terminates their employment such termination releases Multnomah from any obligation to provide another job. Student employees are requested to give two weeks notice to their supervisor when terminating their employment.

Grounds for Dismissal: Documented substandard work performance, tardiness, absences without notifying the supervisor, failure to perform duties as requested after adequate instruction, reporting hours not actually worked, breach of responsibility and/or confidentiality are a few examples of behavior providing grounds for dismissal.

Unemployment Insurance:

Generally, wages earned at an educational institution are not eligible toward benefits paid during school break periods. Please contact the Employment Department in your state to request consideration for unemployment benefits.

Anti-Harassment/Anti-Discrimination Policy:

Multnomah is committed to the policy that all employees are entitled to the respect of their individual rights, freedom from any type harassment, and a working environment reflecting that respect and freedom. It is a violation of this policy for any employee, administrator, staff, or faculty, to engage in or condone any type of harassment or discrimination. It is the responsibility of every employee to recognize acts of harassment or discrimination and take every action necessary to ensure that the applicable policies and procedures of this institution are implemented.

Any employee who believes that he or she has been subjected to harassment /discrimination or any other type of inappropriate behavior has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all

efforts shall be made to maintain the confidentiality and protect the privacy of all parties. The Human Resources Director shall be responsible for assisting employees seeking guidance or support in addressing matters relating to workplace harassment, discrimination or inappropriate behavior of a sexual nature and other types of harassment, including retaliation.

Definition: Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances:

1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment;
2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making employment decisions affecting the individual subjected to sexual advances;
3. When such conduct has the effect of unreasonably interfering with the individual's work; or
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work environment.

Publication of Policy: The entire Harassment policy is published in the Staff Handbook as well as the Student Employment Handbook and posted on the Human Resources bulletin board. A copy is also available from the Human Resources department.

Other Types of Harassment:

1. Harassment/Discrimination based on race, color, national origin, religion, age, or disability.
2. Conduct that is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Examples: jokes, teasing, comments stereotyping protected class, name-calling, encroachment on an employee's person or physical space.
3. Retaliation for complaint, whistle-blowing, testifying or helping in any manner in an investigation.

Filing: Any employee who believes that he or she has been subjected to any type of harassment/discrimination has the right to file an incident report or complaint with their immediate supervisor or the Human Resources Director. If the original incident report is oral, the reporting party shall be asked to put the facts of the incident in writing using either a Harassment Complaint Form or Incident Report Form available from Human Resources. The written incident/complaint will include the following: the name of the complaining/reporting party; the name of the offender; the date of the offense; a description in as much detail as possible of the incident(s), including any statements made by either party; and a list of all known witnesses.

No person, witness, or person who participates or cooperates with an investigation shall be subjected to retaliation of any kind.

Investigation: Complaints/Incidents filed pursuant to this policy shall be promptly and thoroughly investigated by the Human Resources Director or an individual designated by the HR Director. All circumstances of the situation shall be considered in the investigation of possible harassment/discrimination incidents. In determining whether the alleged conduct constitutes harassment, consideration shall be given to the totality of the circumstances, including the context in which the alleged incident occurred.

The investigation shall be completed promptly after the complaint is filed. Upon completion of the investigation, the HR Director shall prepare a report including the following:

1. Date(s) of the incident(s)
2. Name of the complainant/reporting party
3. Name of the offender(s)
4. Summary of the factual allegations that allege harassment/discrimination
5. Name(s) of all potential witnesses
6. Summary of the steps taken to complete the investigation
7. Summary of all witness statements (with copies of the actual statements attached)
8. Listing of any physical evidence available and
9. Factual summary of all the evidence that either supports or refutes the allegations of harassment/discrimination.

This report will be completed after the investigation is complete, and the contents of the report and the disposition of the complaint will be made known to the complainant. If the investigation determines that harassment/discrimination has occurred, and if it is serious enough to warrant more than a verbal warning, the report will be submitted to Multnomah's Personnel Committee for appropriate action. Repeat offenders will always be reported to the Committee.

Appeals: Review/Hearings: As needed, if the Personnel Committee agrees that harassment/discrimination has occurred, a hearing may be scheduled and all accused employees shall be notified, in writing, at least one week before, about the hearing and allegations; be allowed to attend the hearing and testify in his or her own behalf; be entitled to confront and question the complaining party and other witnesses who are called; be entitled to call witnesses in his or her own behalf; and be allowed to introduce evidence which is relevant to the issues presented by the complaint and the investigative report.

Written Decisions: Within three days of the hearing the Personnel Committee shall issue a decision that includes a finding of facts and conclusions explaining how those facts establish or refute the alleged violation of the anti-harassment/discrimination policy; and, if appropriate, recommended sanctions.

Sanctions: Any employee who violates this policy shall be subject to disciplinary steps including, but not limited to:

1. Verbal warning from either the employee's supervisor or the HR Director,

2. Written warning from the Personnel Committee, discussed with and signed by the employee, and placed in the employee's personnel file,
3. Maximum of one week suspension without pay,
4. Termination of employment.

The implementation of these disciplinary actions may begin at any step depending upon the severity of the offense.

Monitoring: Within three months after a complaint is resolved, the complainant shall be interviewed by Human Resources to determine if any additional incidents have occurred and the complainant's general satisfaction with the process involved.

Student Employee Work Expectations

- **Be prompt.** All employees are expected to contact their supervisor if they will not arrive at work on time.
- **Have a work schedule.** All employees are expected to ensure their work schedule is documented and that the employee's supervisor has a copy.
- **Don't take unnecessary time off.** Student employees are expected to work. Supervisors must be able to rely on the consistency of their student employee's schedule.
- **Adhere to the Dress code established for the department.** Student employees are expected to dress appropriately according to the dress code set by the supervisor.
- **Communicate.** Student employees are expected to communicate with their supervisor.
- **If you have questions. ASK!**
 - **Student Employment:** Isaac Hoffman 503.251.5308
 - **Payroll Manager:** Sharon Petersen 503.251.5341
 - **Human Resources:** Tracy Moreschi 503.251.5309

Progress:

In order to continue receiving Federal Student Aid or Multnomah Student Aid, student employees are expected to maintain satisfactory progress in their academic program; this is defined in the Financial Aid Handbook and the Student Handbook. Failure to make satisfactory progress could result in the student's loss of financial aid.

Steps students should take in order to prevent their GPA from falling below the requirements:

- If Students are having difficulty in classes, they should inform their instructor. He/she will provide assistance and suggestions.
- Students may take out a federal loan to cover part of their college cost in order to cut down on their working hours. The Financial Aid department is available to discuss this option 503.251.5336. Academic studies must be the student employee's first priority.