

2018-19 Academic Year Student Employment Manual



Distributed by the Human Resources Department

*Policies in this manual are subject to revision and amendment by the Human Resources Office in line with Federal Guidelines and University policies.

Table of Contents

Pages

All Student Workers.....3-13
Federal Work Study Program.....14-21
COPA Apprenticeship Programs.....22-26
School of Communication Apprenticeship Program.....27-28
Honors Assistant Program.....29-30
Pioneer Records Apprenticeship Program.....31-32
Summer State Work Study.....33-35

The following applies to all of the student workers:

Employment Policies

Nepotism Policy

The policy at Point Park University is that no person may be either hired or placed in the same department or supervised by a relative, domestic partner or significant other in order to prevent potential conflicts of interest and to avoid favoritism or the appearance of favoritism in the workplace.

Definitions:

Relatives: For purposes of this policy, a relative is defined as a spouse child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin or corresponding in-law or step-relation.

Domestic Partners: Individuals who reside in the same household and are involved in a relationship, often identifying themselves as marital partners, but who are not legally married, including same-sex couples.

Significant Others: Individuals who are dating or engaged to be married, but may or may not reside together.

Notice of Non-Discrimination

This policy affirms Point Park University's commitment to nondiscrimination, equal opportunity and the pursuit of diversity. Point Park University does not discriminate on the basis of: sex, race, ethnicity, religion, color, national origin, age (40 years and over), ancestry, individuals with disabilities, veteran status, sexual orientation, gender, gender identity, height, weight, genetic information, marital status, caregiver status or familial status, in the administration of any of its educational programs, activities or with respect to employment or admission to the University's educational programs and activities.

This policy is in accord with local, state and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination Act of 1975 and the Pittsburgh Human Relations Act. Inquiries regarding these regulations and policies, or complaints of discrimination, should be referred to the vice president of human resources, phone number 412-392-3952. Inquiries regarding Title IX and the Title IX regulations should also be referred to the Title IX coordinator or to the deputy Title IX coordinators: the associate provost, the vice president of human resources or the vice president of student affairs.

The **Title IX Coordinator, Elizabeth Rosemeyer**, may be reached at erosemeyer@pointpark.edu, 412-392-3980, or 201 Wood Street, 800 Academic Hall.

Sexual Harassment Policy-Point Park University is committed to an academic and work place environment in which its students, faculty and staff have a right to be free from sexual harassment by any member of the University community. Sexual harassment is prohibited by University policy and is also a violation of state, federal and local laws. It is also a violation of University policy and the law for anyone to retaliate against an employee, student or applicant who makes a claim of sexual harassment.

Any individual who, after thorough investigation and an informal hearing, is found to be guilty of sexual harassment is subject to disciplinary action for violation of the University policy appropriate for the severity of the offense, up to and including expulsion or termination. Definitions, actions to be taken, filing complaints and remedy details are clarified in the Student Handbook.

** The policies in this handbook represent minimum standards and are not all-inclusive.

** The policies in this handbook come from the Human Resources Office and are subject to review and revision by the Human Resources Coordinator. Updates will be made to the manual as needed.

** All policies governing harassment, discrimination, and other employment laws apply to student workers in the same regard. Any questions please contact Human Resources in 7th floor of Frontier Hall.

Student Responsibilities

- Adhere to guidelines and policies within the student employment programs
- Represent the University in a positive and professional manner while employed
- Know and satisfactorily perform all related job duties
- Adhere to agreed upon schedule, and notify supervisor of any foreseen changes
- Student must log in and log out each day. If student forgets to log in or out their supervisor may add the hours onto the timesheet. **There are no exceptions-timesheets must be completed on a daily basis.**
- Provide and maintain accurate payroll and tax information to Human Resources
- Inform supervisor of any changes to student award, eligibility, or if leaving position, to give at least a two week notice.

Student Responsibilities Continued

- To work only the amount of hours as determined by both the department and the limit of the student employment amount
- To report any issues that occur in a timely manner to the Human Resources Coordinator
- To report any injuries directly to the Public Safety office **immediately**. If the injury needs emergency treatment, they will transport the injured employee to the nearest medical facility or emergency room for treatment.
- Notify Human Resources Coordinator if permanent address changes immediately as well as Registrar Office.

Transferring Departments

Student may transfer to another department provided these approval are followed:

- Student should first get approval from the department for which they are working
- Approval from the supervisor within the department the student wishes to transfer
- This department **MUST** obtain approval from the Human Resources Coordinator in the Human Resources Office before student can start work
- New forms must be completed prior to transfer. See Human Resources Coordinator for the appropriate forms.

The student should give a 2 week notice before leaving current position so supervisor can find a replacement.

Supervisor 's Responsibilities

- Supervisors must be flexible with schedules, with the understanding that employment is second to academics **provided the student gives ample notice.**
- Supervisors must provide some orientation to the department and training, and supervision for all student workers is a federal and university requirement.

Supervisor's Responsibilities Continued

- Supervisors must provide a clear list of duties and responsibilities for student workers.

- Students are only permitted to perform duties within their job description and the general realm of duties pertaining to departmental business. They are not to perform tasks outside these parameters or personal favors for supervisors and other employees.
- Feedback should be regular regarding student employee performance and possible evaluation at the end of the academic year.
- Supervisors must maintain a non-discriminatory atmosphere for the student workers. Harassment of students is protected under Title IX and will not be tolerated. Harassment Policies needs to be reviewed and New Hire Policy Acknowledgement form is required to be signed by employee and submitted to HR within 30 days of hire.
- Supervisors are responsible for approving timesheets every two weeks, as well as distributing paychecks to student workers according to the bi-weekly pay schedule or communicating to the students where they should pick up their paychecks. Paychecks should be held 3 business days and then mailed to the address on the paycheck unless other arrangements have been made.
- Follow established procedure for student worker issues.
- Send students home if there is no work for them to do.
- Students MUST be paid for all hours worked, by law.
- Students must be supervised at all times with the exception of lunch hours or short breaks

If a student feels that they are being discriminated against or treated unfairly, please contact the HR Office immediately. A complaint form is available in the HR Office, located on the 7th Floor of Frontier Hall, to document the details and further actions will be addressed by the HR Director.

Verification of Employment

If student needs verification of employment, the Human Resources can provide this information, but the student will need to sign an authorization to release this personal information. The turn-around time to provide this information is 24 hours. *Supervisors are not permitted to verify this information due to FERPA guidelines.*

Supervisors may give a verbal recommendation for the student; however, a written letter is preferred. This would include their performance information only and should **not** include the date of hire or termination of employment. It is always important to ask the person you are using for a recommendation beforehand to clarify that they are willing to comply and have it accessible when applying for a position.

Documentation

All documentation pertaining to student employees will be kept on file in the department.

- All performance documentation will be turned into HR
- If a student employee is terminated, the file and all documentation will be turned into HR immediately.
- The student must make arrangements for picking up their last paycheck with their supervisor at the end of the academic year or when they leave their position.
- Supervisors will document students for absences, poor performance, or other violations. Repeated violations may result in termination of employment and participation in the program and may be subject to discipline under the Student Conduct process. A copy of this information must be forwarded to the Human Resources office to keep on file.

Policies and Guidelines

1. Dress Code - students are expected to show up for work in proper dress. While they are not expected to have a new wardrobe for work, below are some guidelines that must be adhered to during work hours:

- Students must dress in a manner that represents the department professionally
- No cut off , short shorts or mini skirts
- No excessively baggy shorts
- Jeans, if worn, must be neat in appearance and should have no tears
- No torn shirts, mid-riffs, or sleeveless tank tops. Nothing with profanity or designs of a lewd, inappropriate, or graphic nature
- Hair must be neat, groomed, and of a professional nature
- No slippers or sleepwear of any type
- No flip flops or shoes that may pose a hazard in the work environment
- Make up must be conservative and appropriate for the work environment
- Body piercing must also reflect a professional atmosphere

2. **Attendance** – Students are expected to work their scheduled shifts and arrive on time. There should be consideration given to academic needs, but it is the student's responsibility to inform departments in due time to make other arrangements. The attendance policy will follow a "3 strikes you are out" approach.

Students should contact the department at least 4 hours before their shift if they are unable to attend work, if possible.

- Students who miss more than 5 scheduled shifts, but do call off, can be taken under the review of the department for future employment. There must be documentation of the missed shifts, and the student

Policies and Guidelines Continued

must receive a verbal and then a written warning that their job is in jeopardy due to attendance, prior to a termination notice.

- If termination is being considered, the department must contact the Human Resource Office first and provide written documentation. If termination is the decided outcome **after** consultation with the HR office, a notice of termination will go to the employee and a copy to the Human Resources Office

Failure to call off work for 3 consecutive scheduled days is considered job abandonment and may result in termination of employment.

3. **Poor Performance** – Students are not guaranteed employment, and therefore must work to satisfactory standards to maintain employment. This is why it is imperative that job duties and responsibilities are clearly defined before a student begins work. Supervisors will also maintain documentation and written warnings that continued poor performance would result in termination.

Documentation will include the following:

- Name of the student, department, and the position they occupy
- Date of documentation and date of the incident or issue
- Details concerning the issue and corrective action, (if any) to be taken
- Time frame regarding improvement of performance and consequences of lack of improvement
- Date and signature of the supervisor and student

Areas/ examples that may reflect poor work performance and would be subject for review and action by the department supervisor:

- Less than acceptable performance or productivity levels
- Refusal to do assigned tasks related to the duties of the position
- Poor/inadequate completion of assigned tasks
- Frequent absences or absences without notification
- Poor professional or customer service representation of the University
- Any discriminatory or other harassing behavior
- Abuse of phone, computer, or other privileges related to work in the department
- Breach of confidentiality of the office or department, (terminable offense)
- No following the department policies

A student may be terminated after 3 offenses or less depending on the severity of the offense.

Students who have had bad performance issues, may not be invited to return for the following semester or Academic Year.

4. **Malfeasance Issues:** *Students who are found to be in violation of any of the following will be terminated from their current position and have their eligibility to participate in Student Employment Programs revoked for their remaining time of enrollment at the University.*

- Falsification of time records
- Forgery
- Misuse of confidential or privileged information
- Theft of any kind
- Discrimination or harassment, or other types of serious misconduct

In addition, such a violation would be considered a violation of the Student Code of Conduct and subject to possible discipline under the Student Conduct process.

Confidentiality – The confidentiality of an office is for the protection of the student/staff/faculty and the university. Under NO circumstances is confidential information to be given to anyone outside the office. If there should be an outside caller or visitor requesting information, refer their request to a supervisor.

Personal Phone Calls – There are to be no personal phone calls made or received from work areas unless in an emergency and approved by the supervisor. Misuse or abuse of phones may result in termination.

Friends Visiting – Students or friends are not permitted to come in to visit for an extended period of time while student is working. This is a workplace and should be treated as such.

Computer Usage – Computer usage follows the policies as outlined by the Information Technology Department. Misuse or abuse of the computers here at the University may result in termination from the department and Student Employment Programs. Use of computers for personal matters while at work is prohibited

Training/Orientation

Supervisors will provide training for the student when hired regarding the protocol about calling off, dress code, phone usage and the office policies and procedures. There is also timesheet training and job training that is required which will be provided by the supervisor of the department. The work schedule will be set through the student and supervisor based on their need and the student's availability. If a change in schedule occurs, the student should immediately advise the supervisor in order to prevent the loss of time worked.

FERPA Training & Quiz: All New and returning student workers will be required to do the FERPA (Family Educational Rights and Privacy Act) Training and Quiz within 30 days of hire/rehire. This policy establishes privacy standards for student educational and employment records. The training will be available through Schoology and is required to be reviewed every year. A short 3 point quiz is included in the training and must be done so the student has acknowledged that he/she has completed the training and understands and agrees to the policy.

University Policy Information

The University policies will be available on Schoology and should be read by all student workers within 30 days of hire. The policies include: Code of Conduct, Drug & Alcohol Policy, Non-Discrimination Policy, Title IX Notice of Nondiscrimination, Anti-Retaliation Policy, Harassment Policy, Sexual Harassment Policy, Sexual Misconduct Assault Policy and Workers' Compensation Notification. The Acknowledgement form, must be signed by the employee submitted to the Human Resources Office within 30 days of the student starting employment. These policies will be available on Schoology for reference and any questions, concerns or reports of misconduct can be submitted to the Human Resources office.

Tips for Students in an Office Environment

Phone calls – When answering the phone, realize that these are customers of the University, and the phone should be answered in a prompt and courteous manner. Student should check with the supervisor to see if they have some specific guidelines regarding answering phones. Here are some general guidelines to follow:

- Answer the phone promptly within 2-3 rings
- Say “Good morning/afternoon, (give department name), this is, (your name), how may I help you”
- To transfer the call ask, “Who may I say is calling,” and then let the caller know that they will be transferred and will be put on hold
- To take a message get the name, phone number, and nature of the call, and then repeat the information back to the caller to ensure accuracy

Walk – in visitors/ students of the University – These people are to be treated with the utmost respect and concern for customer service. Student should greet walk-in guests with enthusiasm and respect, and listen while making eye contact. Staff should be addressed in the same manner, with respect for their title and position. No cell phones or electronic devices should be present at the front desk during scheduled working hours.

If student ever feels threatened by a walk-in visitor, please do not attempt to handle the situation alone; try to get a trained staff member or contact security. Try to remain calm and not agitate the visitor.

Workplace Language and Conversation – Please be aware that when at work, student workers are representing the University as a whole. The language in and around the office should be professional in manner and tone. Also be wary of casual conversation in the workplace. Refrain from gossiping, swearing, or lewd/questionable conversation in the work area.

Remember this job will help to build a resume for a career position and may provide references. The experience that are obtained from this position may also assist you in starting your career.

Timesheets

- Timesheets are submitted to the Time and Attendance Program known as Kronos, whereas the student worker needs to clock in and clock out each day. If a student has two jobs within one program, they must note hours in correct job. If a student has another job, he/she must select the correct position when clocking in to make sure they are submitting the correct hours to that specific job.
- Students will be sent an email with directions on how to clock in and what their User Name and Password is in order to get started. Students are not authorized for work until they receive this email.
- Supervisors will need to verify their hours and submit authorization through the Time and Attendance Program, Kronos, every two weeks. They can view on a daily basis, if needed.
- If a student forgets to clock in or out, only the supervisor can add the missing hours.
- All students must clock in and out for breaks and they **must** be shown on timesheet. Students must take a ½ hour unpaid break if working more than 5 hours in 1 day. Students should not exceed 8 hours in one day even when working in 2 different positions.

Timesheets Continued

- **There will be no late timesheets. ALL TIMESHEETS MUST BE SUBMITTED ON A BI-WEEKLY BASIS-NO EXCEPTIONS!!!**
- The remaining hours will be noted on a report which can be viewed by the supervisor.
- **Any falsification of records or altered timesheets will result in immediate termination from the programs. Student will also be ineligible to participate in any of the student employment programs for the remainder of their time at Point Park University and would be subject to possible discipline under the Student Conduct process.**

Paychecks

- Students are paid on a bi-weekly basis on Fridays, if the timesheet is submitted by the deadline. The last paycheck will be sent to permanent address unless other arrangements are made through the supervisor. **Student paychecks will come directly to the department for the SUPERVISOR or administrator to disburse. The December, April & May checks will be mailed to their permanent address listed on check. Alternate arrangements can be made with the supervisor for the student to pick up or mail to another address.)** Off-campus Federal Work Study student workers will pick up their paychecks from the Human Resources office and are required to show ID.
- If a student is also an Apprentice or Honors Assistant, their paycheck will still be sent to the FWS supervisor. If student has 2 work study or apprentice jobs, the student can inform the HR office where he/she would like to pick up their check.
- **Checks/stubs will be in the departments each pay day by 11am.**
- **Checks/stubs that are not claimed at the department within 3 working days will be mailed to the permanent address on the check.**
- Contact the Human Resources Coordinator at 412-392-4782 with pay issues or questions.
- **If you have a change of address, you should contact Human Resources to ensure the proper address in the payroll system and taxes are set up correctly.** Human Resources DOES NOT share the same computer system as the Registrar Office, so it is the student's responsibility to contact each department with updated information immediately. Not updating permanent address information could affect taxes paid and delay in receiving pay check or W2 in a timely manner.

Paychecks Continued

- Pay checks can be, but are not required to be, put towards any tuition balance by applying it in the Student Account office. It is up to the student's discretion to apply the wages where they see fit.
- Direct deposit is also an option and takes one pay period to go into effect after the form has been submitted to the Human Resources Office. If the account is closed, please contact payroll or Human Resources ASAP in order to avoid a delay in payment.

Work Schedule

- You are required to commit to a schedule with the supervisor and then adhere to it.
If unable to show for work, student worker **MUST** contact their supervisor **PRIOR** to the scheduled starting time. **Student should call at least 4 hours in advance, if possible.**
- If a student works 5 consecutive hours, they **MUST** take a ½ hour (unpaid) break & note it on the timesheet.
- For Federal Work Study, Apprenticeships and Honors Assistants, work generally ends each semester on the last day of classes, but can continue into finals week if approved through Human Resources Department. Authorized students may begin work 1 week prior to the start of classes, but must have submitted required paperwork prior to working and their timesheet must be set up. Doing this may slightly lower how many hours per week student can work due to hours are calculated based on a 15 week semester. Students who start their jobs later in the semester do have the option of working extra to make up the hours if approved through Human Resources.
- Students are not allowed to work more than 8 hours in a day
- Students are **NOT** permitted to work more than 20 hours a week during class time
- Students are allowed to work up to 30 hours a week when classes are not in session **with the approval of the department supervisor and the HR office**
- Students' work is secondary to their academics, and departments should remain flexible if the student provides proper notice.
- Students are not permitted to work during scheduled course times.
- **If student does not call off for 3 scheduled work days, this is considered Job Abandonment and supervisor has the right to terminate employment without a warning notice.**

Welcome to the



Federal Work-Study Program!

Brief Description of the Program

The Federal Work-Study Program was instituted by Congress in 1964 to provide need based part-time employment for students. Under this program, funds are given to the University in accordance with federal guidelines for the use of providing meaningful, on-campus and off-campus community service employment for students. These are positions that must be applied for and there is no guarantee of employment. In addition, satisfactory performance must be maintained in order to maintain employment. It is meant to be a “true to life” and beneficial work experience for you while you are pursuing academics.

Eligibility Requirements

- Student must demonstrate a financial need
- Student must be enrolled for at least 12 credits, (full-time) and maintain good academic standing
- The student must complete a FAFSA each year to maintain the chance for eligibility and should request Federal Work Study on their FAFSA.
- Students **are not** permitted to engage in work of the following nature:
 - Displacement of work done by a full time employee
 - Work that involves anything of a religious nature
 - Work that involves anything that could be considered political

Program Year

- FWS generally work ends each semester on the last day of classes, but may extend to the day of graduation if funds are available.
- FWS students are NOT permitted to work more than 20 hours a week during class time
- Students **are permitted** to work during holiday periods up to 30 hours a week **with prior approval from the Human Resource Department and their supervisor. This authorization is based on the spending of the budget.**
- There is not a summer Federal Work-Study Program available at Point Park, however, you may qualify for a PA State Work-Study position. You may contact the Human Resources Coordinator for more details. (If spending of the FWS budget is low, there is a possibility of offering to the current Federal Work Study employees an extension to work through June and July. This decision is determined by budget spending and the need of the department.

Allotment of Hours

Department - Allotments for departments are determined once a year by July of the academic year. Forms to request student employees are sent to departments by March of each academic year for the following year, and departments are required to complete and submit the form with an updated job description, if necessary. There is no guarantee that the exact same positions will be available in all departments from year to year and the number of hours requested will need to be authorized through the Human Resources department. If a staff or faculty member would like to hire a Federal Work Study student, they must request hours and go through the required supervisory training. Depending on when the request is submitted, they may have to be put on a waiting list if the allocation distribution has been completed for the upcoming academic year. *(Supervisors for apprentices and honors assistants are not required to be allocated hours, however, they should go through a brief supervisory and required Kronos training, if needed.)*

Departments are allotted hours based upon need and the following criteria:

- The availability of FWS funding
- Quality of student employment opportunity within departments, based upon job descriptions and other related factors
- The supervision and quality job experience offered to students
- Past participation in the program and adherence to guidelines by supervisor
- The anticipated usage of student employment

Department allotment is the number of hours available to a department to use in the Federal Work-Study Program. Allotment usage is monitored, and may be subject to change with notice coming from the Human Resources and Finance Departments. There is a finite amount of funding the university is given to spend in the Federal Work-Study Program. Schedules and hours available are subject to change depending upon the rate of usage of our funding.

Student - All changes, revisions, or additions to student employment AMOUNT is done through the Financial Aid Office. If a student has any questions regarding your work-study award, please contact the Financial Aid Office at 412-392-3930, or stop down to Student Service Center during business hours. Student Employment is determined from financial need and is subject to change each year with the newly filed FAFSA or possibly during the year due to a change in the student's financial status. Student may not bring forward any unused hours from fall semester to use in the spring semester unless this has been approved through the Human Resources office. In December, it is determined by the FWS spending thus far, on whether unused hours may be moved to spring semester.

Allotment of Hours Continued

Resources the amount of Federal Work Study hours remaining for the semester at any time, and the supervisors will have access to a report at the beginning of each month.

Students receive a Federal Work-Study Award which is communicated through the Human Resource or Financial Aid Offices, which indicates the amount that can be earned.

- “Student Employment” on a Financial Aid award is **NOT** a guarantee of employment.
- In the Federal Work-Study Program, the amount listed in “Student Employment” is the **maximum amount** that will be paid through federal funds for work, it is **not** a grant or guarantee that the student will earn the total amount of those funds. They are paid by the hour for work done.
- **Students are not permitted to work during time that classes are scheduled unless class has been canceled or class has been let out early. A Hiring Addendum form will need to be completed to verify that schedules do not conflict and a copy of their class schedule should be printed from PointWeb and attached to the form for auditing purposes.**
- Students must be paid for all hours worked. When hours have been completed, the student worker will be asked to stop working unless the supervisor agrees to pay from departmental budget.
- Students can make up hours if funds are available, but must adhere to specific amount agreed on upon being hired and cannot exceed 20 hours per week unless classes are not in session.

Hiring Process

Students can access the Federal Work Study information, payroll forms & job directory through a tutorial on Schoology if he/she is eligible. A short quiz follows the information section of the tutorial and the student cannot miss more than 2 questions or they will be asked to review the information section again for clarification. This tutorial is usually available through the website approximately 1 week prior to the start of classes. The tutorial can also be taken at one of the Workshops which are held throughout the first week of classes or the Human Resources Office located on the 7th floor of Frontier Hall between the hours of 8:30 – 4:30 Monday through Friday. **The tutorial is required for all students who have not worked as a work-study employee at Point Park University before. It will give the student the information on how to apply and also timesheet and pay check information and also includes information regarding policies and procedures of the program. Returning students can also access the tutorial on Schoology to view the directory or print out forms.**

The summary of the process of obtaining a FWS position is as follows:

- **A NEW application MUST be completed for all new and returning students each academic year**
 1. After completing the tutorial (if new to the program) through Schoology or at the FWS Workshop, students should contact the department(s) in which they are interested for an interview. Students may apply for 3 positions in order to increase their chances; one must be completed for each department of interest.
 2. Student will be required to interview with a department for a position; these are interviews for potential employment and should be treated as such. There is no guarantee that student will be hired with a specific department. It is up to the discretion of each department to choose the right fit for their employment needs.
 3. **IF HIRED**, student must have the following paperwork in for approval by the Human Resources Office **BEFORE** you may begin work:
 - Signed and completed application form- signed by you and the supervisor
 - Complete the information on the permit form and sign at the bottom. Supervisor should note how many hours per week student will be scheduled per week. A copy of this form will be returned to the supervisor upon approval with the rate of pay, student employment funds maximum, and maximum hours once the student is processed.
 - Tax forms must be completed (if this is the student's FIRST time working for the University, or if there are changes to exemptions or permanent address.) **PLEASE CONTACT THE HR OFFICE IF PERMANENT ADDRESS CHANGES DURING THE ACADEMIC YEAR BECAUSE THIS COULD AFFECT TAXES AND ALSO RECEIVING W2 OR PAY CHECKS. REGISTRAR SHOULD ALSO BE CONTACTED.**
 - I-9 form- complete section 1 and 2 forms of valid documents must be provided for an HR representative to copy- **no copies or faxes will be accepted. Student is not permitted to work until required documents have been submitted to the Human Resources Office.**
 - A student may work 2 work study jobs, but the hours must be shared between the two positions and close tracking must be done so not to work more than the allocated hours. Hours will need to be submitted for each position on the timesheet.

Within 30 Days of Hire:

- Complete a Hiring Addendum form showing class and work schedule. This form should be signed by employee and supervisor. A copy of the student's schedule should be printed from PointWeb and attached to the form. If either schedule changes, new information needs to be submitted to the Human Resources Office. A new form and schedule needs to be submitted for the spring semester. This form should be submitted once their class and work schedule is set.
- Read the policies of the University and sign the Acknowledgement form. Submit this form to the HR office for the student's personnel file.

Wage Information

Pay is according to the academic year unless otherwise agreed upon by the Human Resources Office, (based on particular qualifications or positions.) A couple of the departments pay a higher rate due to the skill or type of work involved for that position.

The basic rate of pay will be \$7.45/hr., unless noted otherwise on the job description. Wages are determined due to standards set by the State and Federal Wage and Labor Laws and are subject to revisions and amendment by the Human Resources Office in line with State and Federal Guidelines.

Changes in Eligibility

The Human Resources Coordinator may contact the student worker and the supervisor in the event that their eligibility changes under the following circumstances:

- Student has earned their maximum award
- The student is not in good academic standing or does not have enough credits
- The student's financial needs have changed, and they are no longer eligible to participate in the program

Off-campus Community Service Employment

Due to federal requirements, the University must use 7% of the student's earnings under a community service program. To meet these requirements, there are several non-profit employers who have contracts with Point Park to hire students under the FWS Community Service Program. These positions are off-campus, some in the downtown Pittsburgh area and in the surrounding suburbs.

Students are expected to use the same professional standards that are required while working on campus in order to represent the University in a respectable manor. **They may work in the summer, but must be hired by the organization as a part-time employee.**

- **Timesheets:** Students will use the Kronos Time and Attendance System to clock in and clock out each day. The Human Resources Coordinator will print timesheets and submit to the off-campus supervisor to review and approve hours. The hours will then be authorized through Human Resources. If the student forgets to clock in or out or makes a mistake on the timesheet, he/she should notify the Human Resources Coordinator as soon as possible.
- **Training:** Office and timesheet training will be provided for the student workers by the supervisor and through the tutorial on Schoology. Flexibility is expected for these positions in order to focus on education. Student's work schedule will be coordinated by the supervisor, but must adhere to the allocated student and department hours.
- **Pay Rate:** The hourly pay rate will be \$7.45 an hour and the number of hours are based on the student's award as it is on campus.
- **Paychecks:** Paychecks will be distributed through the Human Resources Office located at 7th Floor of Frontier Hall which is located on First Avenue. Supervisors will be contacted by HR to remind students when the checks are available for pickup and will be mailed out after 3 days if the student does not pick up the check or notify the Human Resources office. Photo ID must be provided when the student picks up the check and student will need to sign for the check. Friends are not permitted to pick up checks for the student worker.
- **Notification:** If a student is injured at work, then the student should notify Public Safety immediately after notifying his/her supervisor. Students are expected to call off according to the normal standards which are at least 4 hours prior to start time, if possible and contact if running late or becomes ill.

Off-campus Community Service Employment Continued

- **Students are not permitted to work over their allocated hours or to volunteer their time when they are employed as a Federal Work Study employee by Point Park University.** If a student is asked to work extra hours, they must notify the HR office prior for approval.

Evaluations

- Evaluations should be done at the end of the year by the immediate supervisor or when the student leaves the position, but is not mandatory unless student is working off-campus. The purpose of the evaluation is to give feedback to the student to help to grow in their position and let them know how they are performing in their job. This is a good time to let the supervisor know of any problems or concerns. Evaluations will be kept on file in the HR department and will remain confidential.
- All off-campus employees must complete an evaluation form on their supervisor at the completion of their position or academic year. The off-campus supervisor will also be required to do evaluation on the student. This helps us determine whether this organization is in compliance with the federal guidelines and is offering our students a good employment opportunity. Forms will be emailed in April directly to the student and should be submitted before the end of the academic year.

Welcome to



COPA APPRENTICESHIPS!

Brief Description of the Program

COPA apprenticeships are job-related awards given to students who demonstrate extraordinary talent and is part of a financial aid package. Students receiving apprenticeships are expected to work a specific number of hours per week and will receive a paycheck according to the timesheet submitted.

Allotment of Hours

All COPA Apprenticeships are 150 hours per semester; 10 hours per week. Students may not “roll over” any unused hours from the Fall Semester to the Spring Semester.

Award and Pay Rate

COPA Apprenticeships are awarded \$3,000- \$4,000 per year, evenly divided between the Fall and Spring semesters. The pay rate for apprentices is \$10.00 - \$13.33 per hour starting in Fall 2017.

If the student only works one semester then they will receive only half of the award.

Award is not guaranteed unless all required hours are worked and submitted.

Requirements

- Students must be a full-time COPA student (12 or more credits) with a QPA of 2.5
- If major changes, the student will forfeit their apprenticeship award and will be asked to leave their position.
- Must re-apply each year and complete the necessary paperwork for the apprenticeship.

While cast or crew assignments take precedence over Apprentice duties, students are not excused from their apprenticeship duties. During times when cast/crew overlap with the Apprenticeship position, it is THE STUDENT’S responsibility to work out an acceptable schedule with their supervisor. Cast/Crew duties DO NOT count toward the apprenticeship work hours-only Apprenticeship work assignments may be used toward fulfilling the work hour minimum.

Hiring Process

Signed Apprenticeship agreements should be submitted to the Human Resources Office to the Human Resources Coordinator who is located on the 7th floor of Frontier Hall prior to the start of classes, if possible. Students can submit tax forms at the Student Employment Workshops the first week of classes. Schedule and location will be posted and distributed. After the completion of the workshops, apprentices can submit forms to the HR office directly.

COPA Apprenticeships for Cinema Students

(Cinema Production, Screenwriting, Animation & Visual Effects)

New Apprentices

- 1) In the Fall semester, Cinema Arts students will have the opportunity to apply for a merit-based Apprenticeship Award in which students will be reviewed for their professionalism, potential skill sets, and commitment to academic excellence. Applications to apply will be sent out through the Cinema Department to all eligible students. These positions will be available to the upper class students only. Faculty will review submitted applications; applicants may be interviewed to determine finalists.
- 2) Students selected to receive the Apprenticeship Award will be notified and an award letter will be emailed to the new apprentices along with the information on the location of their apprenticeship. They will be asked to sign an Apprenticeship Agreement and also sign the New Hire form and have their supervisor sign the form verifying that they are hired. These forms along with payroll and tax forms should be submitted to the Human Resources Office located on the 7th Floor Frontier Hall or a scheduled Open Session Workshop. Required documents must also be provided for their I9 form and must be an original. No faxes, scans or copies will be accepted. **All tax forms and ID will need to be submitted prior to starting the job.**
- 3) Apprenticeships for new students will begin in the fall semester and will earn \$1500 per semester. Once the student is processed, the supervisor and the apprentice will receive an email from HR letting them know that they can begin to work and how to access their timesheet through the Kronos Time and Attendance system.
- 4) Returning Cinema Apprentices can return to their former position and will receive the same award and pay rate as in previous years.

If students have any questions they can contact Cara Friez-LeWinter at 412/392-4304.

COPA Apprenticeship for Dance Students

(Ballet, Jazz, Modern)

New Apprentices

- 1) Students will receive their award letter and Apprenticeship Agreement in the mail from the COPA Recruitment Office. All new hire paperwork and signed agreements should be submitted to the Human Resources Office located on the 7th Floor of Frontier Hall prior to the start of classes, if possible. Students can also submit the forms at Pioneer Experience during the Services Fair to the Student Employment table or to the Open Session Workshop the first week of classes. Schedule and location will be posted and distributed.
- 2) Attend an Apprenticeship meeting on the week of school. The student will be contacted by the COPA department regarding date and time.
- 3) Job openings will be posted on the Dance Callboard on the mezzanine level of the GRW Performance Complex and also on Schoology under "Courses." Students are responsible to acquire

their own positions and are encouraged to apply as quickly as possible due to the limited amount of jobs.

New hire forms will be distributed at the meeting, can be picked up at the Human Resources Office, which is located on the 7th Floor Frontier Hall, and also available on Schoology or at a scheduled workshop.

- 4) Once a position has been obtained, the New Hire Form must be completed and submitted to the Human Resources Office. The entrance to Frontier Hall is on First Avenue one block past the Blvd. of the Allies. **Also bring the required documents for the I9 form which will be completed once a job is obtained. No copies or faxes will be accepted, so please make sure to bring the original to campus. All tax forms and ID will need to be turned in prior to starting the job.**
- 5) Once all the required documentation and paperwork has been received by Human Resources, students will receive an email once they are processed and timesheets are set up. They can then contact the hiring supervisor to begin their job.

COPA Apprenticeship for Theatre Students

(Acting, Musical Theatre, Stage Management, Technical Theatre & Design)

New Apprentices

- 1) Students will receive their award letter and Apprenticeship Agreement in the mail from the COPA Recruitment Office. Signed Apprenticeship agreements should be submitted to the Human Resources Office to the Human Resources Coordinator, prior to the start of classes, if possible. The Human Resources Office is located on the 7th floor of Frontier Hall and the entrance is on First Avenue, one block past Blvd. of the Allies. Students can submit tax forms at Pioneer Experience during the Services Fair to the Student Employment table or to the workshops the first week of classes. Schedule and location will be posted.

The job listings, New Hire/Rehire forms & payroll and tax forms will be posted on Schoology which can be accessed through Point Park website. Students can also pick up the New Hire form through the Human Resources office, on Schoology or at a scheduled workshop. Students are responsible to acquire their own positions and are encouraged to apply as quickly as possible so not to delay starting.

- 2) Once a position has been obtained, the student worker and the supervisor must complete the New Hire Form, and bring this form to the Human Resources Office **Also bring required identification in order to begin to work. No copies or faxes will be accepted, so please make sure to bring the original to campus.**
- 3) Once all the documentation and paperwork has been received by Human Resources, students will receive an email once they are processed and timesheets are set up. They can then contact the hiring supervisor to begin their job.

Hiring Process for all Returning COPA Apprentices

In August, an email will be sent to all returning apprentices which include an Apprenticeship Agreement and a Rehire form. Apprentices are required to sign a new agreement every year to accept their apprenticeship and to fill out the “rehire” section of the New Hire/Rehire Form. In addition, the hiring supervisor needs to also sign the Rehire form verifying that they are hiring the student. Both forms must be given to the Human Resources Coordinator, who is located in the Human Resources Office, located on the 7th floor of Frontier Hall. Alternatively, during the first week of classes, scheduled Open Session workshops will be held to help complete and submit the required forms. Workshop dates will be posted on the Point Park website and emailed to students.

Note: If the COPA Apprenticeship is split between two positions, the student must fill out two New Hire/Rehire Forms and let Human Resources know which department they would like to receive their pay check and how many hours they will be working in each position.

Welcome to the School of Communication



Apprenticeship Program!

Brief Description of the Program

The apprenticeships allow students to gain work experience in their field before applying for an internship at outside companies, firms and institutions. To apply, students will need to write a cover letter explaining their current skills and the reason that they would like to work in this specific area. Include a resume and some work samples, such as a videotape, DVD, photographs, article clippings, etc. Students must maintain at least a 2.5 overall QPA. Students are paid an hourly wage for a School of Communication apprenticeship and work approximately 8 hours per week.

Requirements

- Students must be a full-time School of Communication student (12 or more credits) with a QPA of 2.5
- If major changes, the student will forfeit their apprenticeship award and will be asked to leave their position.
- Must re-apply each year and complete the necessary paperwork for the apprenticeship.

Award and Pay Rate

The award consists of \$1,000 per semester (\$2,000 per year). Any unused hours are moved forward on the timesheet to the spring semester after December hours are submitted. If student only works 1 semester they receive a \$1,000 award.

Pay rate is \$10.00/hour for all SOC apprentices and they have 100 hours per semester/200 hours per year. Contact for SOC Apprentices: Nan Knapp (10th floor Thayer Hall) X4730

Submission and Paperwork

New apprentices: New apprentices are required to sign the Apprenticeship Agreement, complete the “new hire” section of the New Hire/Rehire Form (which is to be signed by the student and supervisor upon hire), and payroll and tax forms. Payroll and tax forms can be submitted at Pioneer Experience during the Service Fair, or, during the first week of classes at the scheduled workshops. Workshop dates will be posted on the Point Park website and emailed to students. After completion, the workshop students can submit the forms to the Human Resources office, located on the 7th floor of Frontier Hall.

Returning Apprentices: In August, an email will be sent by the Human Resources office to all returning apprentices which include an Apprenticeship Agreement and a Rehire form. Apprentices are required to sign a new agreement every year to accept their apprenticeship and to fill out the “rehire” section of the New Hire/Rehire Form. In addition, the hiring supervisor needs to also sign the Rehire form verifying that they are hiring the student. Both forms must be given to the Human Resources Coordinator, who is located in the Human Resources Office, located on the 7th floor of Frontier Hall. Alternatively, during the first week of classes, scheduled Open Session workshops will be held to help complete and submit the required forms. Workshop dates will be posted on the Point Park website and emailed to students.

WELCOME TO THE



HONORS ASSISTANT PROGRAM!

Brief Description of the Program

The Honors Program student assistant is funded through an endowment and is not part of the student's financial aid package. The students will be responsible for all work to which he or she is assigned and will be expected to complete this responsibility in the same manner as an employee. The assistant's hours will be assigned around the student's academic schedule.

Award and Pay Rate

The award consists of \$1,000 per semester (\$2,000 per year), on the grounds that the student works a maximum of 8 hours per week (120 hours per semester or 240 hours per year). Any unused hours can be rolled over to the next semester.

Pay rate is between \$8.33 and \$9.50 per hour depending on the job title.

Eligibility

Juniors and seniors in good standing with the Honors Program are eligible to apply for the positions, with exceptions made for others on a case-by-case basis. This means students should have earned 60 credits by the end of this fall semester. Students close to this credit amount should contact Helen Fallon, director, to determine if they can apply.

Application process and deadline

Submit a cover letter listing the position or positions you are applying for and a resume by **set date**. That material will be sent to the supervisors for review and selection. Submit by email to hfallon@pointpark.edu.

New Honors Assistants: New Honors Assistants are required to sign the Agreement, complete the "new hire" section of the New Hire/Rehire Form (which is to be signed by the student and supervisor upon hire), and payroll and tax forms. Payroll and tax forms can be submitted at Pioneer Experience during the Service Fair, or, during the first week of classes at the scheduled Open Session workshops. Workshop dates will be posted on the Point Park website and emailed to students. After completion, the workshop students can submit the forms to the Human Resources office, located on the 7th floor of Frontier Hall.

Returning Honors Assistants: In August, an email will be sent by the Human Resources office to all returning assistants which include an Assistantship Agreement and a Rehire form. Assistants are required to sign a new agreement every year to accept their assistantship and to fill out the "rehire" section of the New Hire/Rehire Form. In addition, the hiring supervisor needs to also sign the Rehire form verifying that they are hiring the student. Both forms must be given to the Human Resources Coordinator, who is located in the Human Resources Office, located on the 7th floor of Frontier Hall. Alternatively, during the first week of classes, scheduled Open Session workshops will be held to help complete and submit the required forms. Workshop dates will be posted on the Point Park website and emailed to students.

WELCOME TO THE



PIONEER RECORDS APPRENTICESHIP PROGRAM!

Brief Description of the Program

Pioneer Records is the Point Park University record label run in partnership with Red Caiman Media. Over the course of a semester, Pioneer Records will sign a band or an artist to a contract, assist in the development of a CD, secure the necessary intellectual property, develop a marketing campaign to promote the artist or band and execute a CD release party. The students will be responsible for all work to which he or she is assigned and will be expected to complete this responsibility in the same manner as an employee.

Award and Pay Rate

New Pioneer Records Apprentices: The award consists of \$1500 per semester (\$3,000 per year), on the grounds that the student works a maximum of 10 hours per week (150 per semester or 300 hours per year). The pay rate is \$10.00/hr.

Returning Pioneer Records Apprentices: The award consists of \$1,875 per semester (\$3,750 per year), on the grounds that the student works a maximum of 10 hours per week (150 hours per semester or 300 hours per year). The pay rate is \$12.50 per hour.

Eligibility

The student must maintain full-time status and an average 2.5 GPA. The student must be able to work at least 150 hours per semester.

Application Process

Contact Ashley Dobransky, 412-392-8023, in order to apply.

Submission and Paperwork

New apprentices: New apprentices are required to sign the Apprenticeship Agreement, complete the “new hire” section of the New Hire/Rehire Form (which is to be signed by the student and supervisor upon hire), and payroll and tax forms. Payroll and tax forms can be submitted at Pioneer Experience during the Service Fair, or, during the first week of classes at the scheduled Open Session workshops. Workshop dates will be posted on the Point Park website and emailed to students. After completion, the workshop students can submit the forms to the Human Resources office, located on the 7th floor of Frontier Hall.

Returning apprentices: Students will receive an email at the beginning of August with the Apprenticeship Agreement and Rehire Form. If their permanent address has changed, they will need to complete a few new tax forms. All students must reapply prior to starting their position. All forms must be submitted prior to starting to work.

WELCOME TO



SUMMER STATE WORK STUDY PROGRAM!

Brief description of the Program

The Pennsylvania Higher Education Assistance Agency (PHEAA)-sponsored State Work-Study Program (SWSP) is made possible through General Assembly funding and with the cooperation of Pennsylvania postsecondary institutions and employers. The purpose of SWSP is to provide students with an opportunity to gain career-related work experience and, at the same time, earn funds to assist them in meeting today's costs for postsecondary education.

Point Park University hires Summer State Work Study during the summer session May through August, or until the start of classes of the Fall Semester.

Student Eligibility

To participate in SWSP, the student must meet the following criteria:

- A. Submit a SWSP student application by the appropriate deadline date communicated through the Human Resources Office.
- B. Be a Pennsylvania resident.
- C. Be enrolled on at least a half-time basis (6 or more credits) in a PHEAA-approved higher education institution, in a program of study of at least two academic years in length. (Not necessarily a Point Park student.)
- D. Be eligible for a Pennsylvania State Grant, if an undergraduate student, or have unmet financial need verified by the student's financial aid office, if a graduate student.
- E. Be able to benefit from a career-related work experience.
- F. Not be in default or pending default on an education loan or owe a State Grant refund.

Application Process

Student: Contact the Human Resources office in March through May to inquire about what positions are available. Complete a State Work Study Application and submit to Human Resources office.

Contact the hiring manager and set up an interview. Complete Work Study Application and take to the interview and have the supervisor sign off on the application if hired. Submit form to the Human Resources office along with payroll and tax forms and required ID for I9 if new employee to Point Park University.

Timesheets will be provided once processed and ready to work.

Supervisors: The Human Resources Coordinator will send out request form for those departments interested in hiring over the summer and a Job Directory will be created with job and contact information for the applicants.

Students will contact to set up an interview and if hired, the supervisor will sign off on the work study application and also complete an HR2 form noting the budget number and details of hire.

The supervisor may be requested to submit a revised job description to include job duties that applies to the applicant's major.

The department will be responsible to pay for 100% from their departmental budgets. 50% of the student's earnings will be reimbursed within 2 months of submission of hours to the budget in which was noted on the HR2. The submission is done by hours submitted on the timesheet and submitted by the Human Resources Coordinator.

The program usually begins 2 weeks after the Federal Work Study ends and 1-2 weeks prior to the start of the next academic year. Students are permitted to work during that time, however, the budget line will not be reimbursed for those hours.

Students are not permitted to work until all of their paperwork and ID is submitted and the HR2 has been approved. An email will be sent by the Human Resources Coordinator to the supervisor and the student employee.

This program is only available on campus. Off-campus employers may apply to be a State Work Study employer through www.pheaa.org.

Award/Pay Rate/Hours:

The maximum award is \$5,000, but is determined on when the application has been submitted. The pay rate is set by the supervisor according to what their budget allows. It must be at least minimum wage. The number of hours that the student can work is also determined by the supervisor, but cannot exceed 30 hours per week.

Any questions or concerns, please contact:

Jessica Ureste, Human Resources Coordinator
705 Frontier Hall, the entrance is located on First Ave. within the Human Resources Office
(Office Hours: 8:30 – 4:30 Monday through Friday.)
412-392-4782
jureste@pointpark.edu